

PATHWAYS

Training and education
for 16 to 18-year-olds



[MANCHESTER.GOV.UK / RPA](https://www.manchester.gov.uk/rpa)



A FLYING START

All young people should have access to good-quality information about future work and study options.

As a parent or carer, you're likely to be one of your child's most important and trusted sources of information and advice.

This booklet will give you the tools to guide and support your child with education, training and employment options.

Further information is available from your child's career lead at their school or college, or online at manchester.gov.uk/rpa



THE CHOICES FOR 16 TO 18-YEAR-OLDS

The law requires all young people in England to continue in education or training until at least their 18th birthday, even if they work.

This doesn't mean they have to stay on at school. They can leave on the last Friday in June if they will be 16 by the end of the summer holidays. They must then do one of the following until they are 18:

- Stay in full-time education at a school or college, eg. A levels or vocational qualifications
- Undertake an apprenticeship or traineeship, which includes 20% training
- Undertake part-time education or training. This must be in addition to employment, self-employment or volunteering for a minimum of 20 hours per week
- Be in some form of education or recognised training.



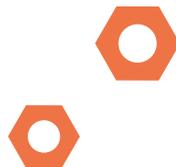
Why?

Evidence shows that staying in education longer can increase a young person's choices later in life. Not only are they more likely to get a job and earn more over their lifetime, but they are also less likely to suffer from health and social problems.





**A STEP IN THE
RIGHT DIRECTION**

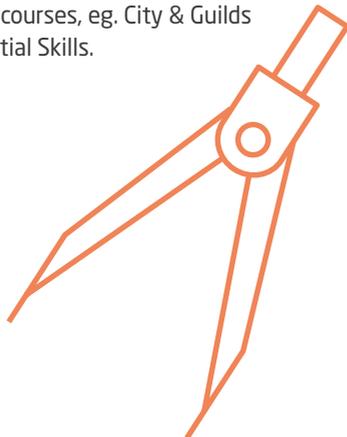


WHAT ARE THE CHOICES AT 16?

Full-time further education

Young people can go to college, school sixth form or sixth-form college to do:

- **General qualifications** – A levels or GCSEs, developing knowledge in academic subjects, eg. maths, law or science
- **Vocational courses** – developing knowledge and skills that involve learning about a particular area of work, eg. creative media or plumbing.
- **T levels** – new courses coming in September 2020 – will follow GCSEs and be equivalent to 3 A levels. They will become one of the main choices for students after GCSE alongside apprenticeships and A levels
- **Other courses and qualifications** – colleges and other learning organisations have a wide range of other courses, eg. City & Guilds or Essential Skills.

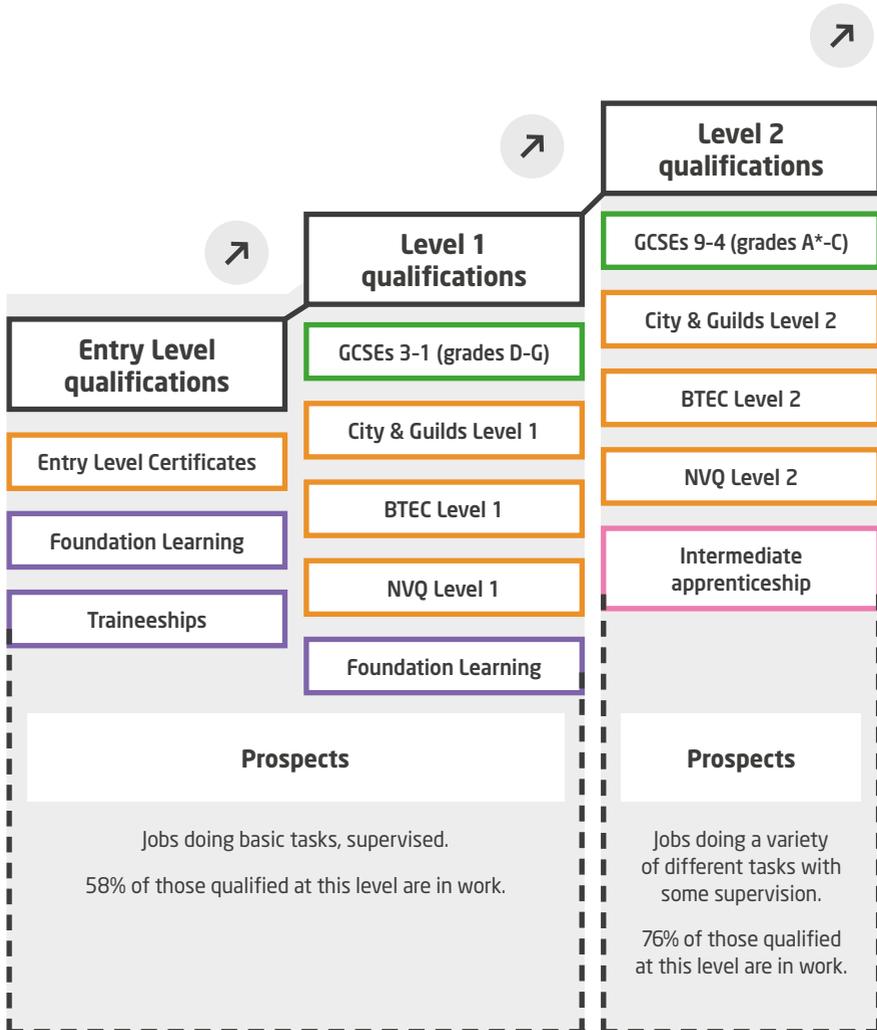


Work with training

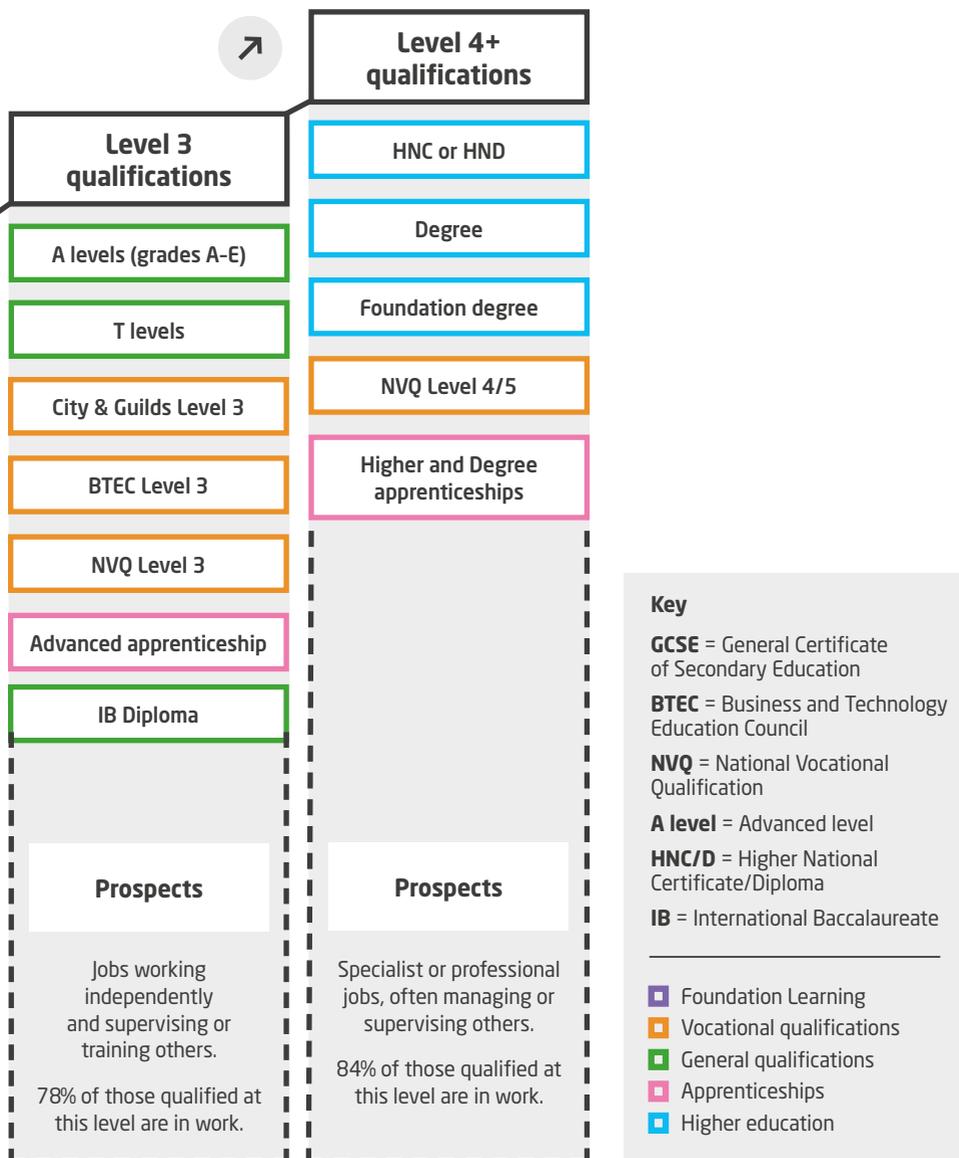
- **Apprenticeships** – employed and paid to attend work most of the time, alongside time in the classroom (normally one day a week) to learn the skills and gain the qualifications needed for a specific job at level 2 or 3. Potential to complete a higher apprenticeship in the future. Find out more at manchester.gov.uk/apprenticeships
- **Traineeships** – up to six months' unpaid training, normally in a workplace, to develop the skills needed to move on to an apprenticeship. Find out more at gov.uk/find-traineeship
- **Full-time work or volunteering combined with part-time education or training** – employed or volunteering for at least 20 hours a week. Young people would also need to continue some formal learning alongside this. This could be learning in the workplace or at college, and should be at least 280 hours over a whole year.

CHOICE OF TRAINING AND QUALIFICATIONS

Plus the type of job they could bring



These are the levels of training and further education options available throughout your lifetime. There are five levels of qualification. You can choose to work through all the levels or stop at a level that suits you.



In 2017, GCSE subjects moved to a new grading scale of 1-9, with 9 being the top grade. Grade 4 will be equivalent to a C.

For more information go to [gov.uk/government/publications/get-the-facts-gcse-and-a-level-reform/get-the-facts-gcse-reform](https://www.gov.uk/government/publications/get-the-facts-gcse-and-a-level-reform/get-the-facts-gcse-reform)

FINDING A FUTURE THAT FITS

Help to decide

The school can explain the choices further. Young people have to decide the right mix of learning or work – or both – that's right for them between the ages of 16 and 18. As a parent, you must guide and support them to make the right decision.

They need to think about how their chosen training or education matches their future career plan.

Help and information is also available from the National Careers Service at nationalcareers.service.gov.uk/

Not found the right fit?

Don't worry. If the young person tries a course and it doesn't feel right, they can change their mind. It's also possible to join a course even if it's already started. All schools now have a duty to list the contact details of their career lead on the school's website. Make contact with the career lead at your child's school or college if you want advice on how to support your child's career choices.

You can also get advice from the Connect Service, which works with young people aged 16 and 17 years old, and NEET young people with SEND and LAC up to the age of 25. To refer into the service email eet@careerconnect.org.uk

What employers want

Many employers say they are looking for good soft skills (or they say that soft skills are important). Hard skills are job-specific. Soft skills are interpersonal skills, such as those listed below:



SELF-BELIEF



SELF-MANAGEMENT



COMMUNICATION



PROBLEM SOLVING



TEAMWORK



Skills for Life

The Skills for Life project in Manchester is encouraging young people, employers and adults to talk about when they have demonstrated these skills. Research shows that if we can be comfortable talking about them, we will perform better in interviews and in work.

This is especially important in the future when more and more work may be done by computers through AI and automation. While a particular programming language might go out of fashion, creativity, adaptability and teamwork skills will always be valuable.

You can help your child by talking about how they are already using these skills in the activities they do, eg. self-management. Year 11 is an important year for exams, so you can talk to your child about how they are going to manage their revision and prepare for their exams. Have they come up with any techniques to help them manage their time and plan for revision? Can they understand the concept of self-management and talk about how they have used it?

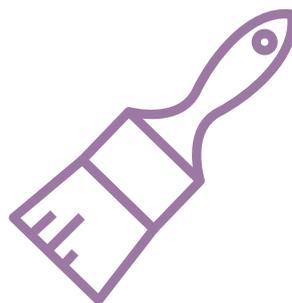
If you want to find out more about apprenticeships, visit:

[gov.uk/apprenticeships-guide](https://www.gov.uk/apprenticeships-guide)

manchester.gov.uk/apprenticeships

theapprenticeshiphub.co.uk

Help and information is also available from the National Careers Service. The website **nationalcareers.service.gov.uk** gives information and advice about education, training and work. Young people, parents and carers can contact an adviser by calling the helpline (available 8am–10pm, seven days a week) on **0800 100 900**, or by sending a text message with your name and the word **ADVICE** to **07766 413 219**.





**A KICK-START
TO WORKING LIFE**

WHERE WILL THE FUTURE JOBS BE?

MANCHESTER JOBS MARKET

Key sectors

**BUSINESS, FINANCIAL
AND PROFESSIONAL
SERVICES**



**CREATIVE, CULTURAL
AND DIGITAL**



**HEALTH AND
SOCIAL CARE**



**HOSPITALITY, TOURISM
AND SPORT**



**WHOLESALE
AND RETAIL**



**CONSTRUCTION
SECTOR**



KEY SECTORS

We expect 41,308 jobs to be created in Manchester over the next ten years. There will be many types of work, but we expect five areas to grow strongly:

Business, financial and professional

Manchester has the largest Financial and Professional Services sector outside of London, and it's still growing. The industry has continued to grow rapidly and we expect thousands of new jobs to be created in this sector over the coming years.

Construction

The Office for National Statistics indicates that construction output in the north west was running at ten times the national average in 2018, making the region one of the busiest in Europe. 2,727 additional construction jobs are expected to be created over the next five years.

Wholesale and retail

A major factor in this city region's ongoing success in fashion retail in particular is because we've evolved to become the UK's largest technology hub outside London, with a reputation for excellence in e-commerce. Over the past decade, a range of companies including Boohoo, Missguided, Lavish Alice and PrettyLittleThing have begun taking the UK - and overseas markets - by storm.

Health and social care

The health and social care sector is one of the largest job sectors in Manchester, and continues to grow. There are a large number of roles available. For more information, visit the Greater Manchester NHS Careers and Engagement Hub: gmcareershub.nhs.uk

CASE STUDIES



Soha Hassan Hashmi is a Business Support apprentice in Legal Services at Manchester City Council

"My apprenticeship involves a 12-month contract alongside studying for a national vocational qualification. When I have successfully completed this I will be offered a permanent contract.

"After my apprenticeship, the Council will be funding a Chartered Institute of Legal Executives qualification for me, as my long-term goal is to become a fully qualified solicitor.

"I would definitely recommend an apprenticeship scheme. My long-term goal is to become a fully qualified solicitor, and the scheme has given me the opportunity to gain invaluable workplace experience. I can now see a clear career path laid out in front of me."





Mattlok Harvey
is studying for a dentistry
degree at King's College London

"In school I did a work placement in an office, which made me realise that I wanted to do something more practical.

"I went on to study maths, chemistry, biology and physics at college. I loved biology, which led me to consider dentistry. While at college, I spent a week observing a dentist, which helped me realise that dentistry was for me.

"I love my dentistry course. After five years, graduating students are ready to work as a dentist. My advice to other young people would be to get some work experience and figure out what you like and don't like."

Cultural, creative and digital

Creative/New Media is a medium-sized but thriving sector in Greater Manchester. The sector is forecast to grow by 2023, and sector assets include MediaCityUK and the Sharp Project.

Hospitality, tourism and sport

The hospitality sector covers a broad range of industries from catering in hotels, restaurants and bars to management of the former and the leisure, sports and tourism industry is huge both on a national and international scale making them a popular choice for those wanting to get into this type of work.

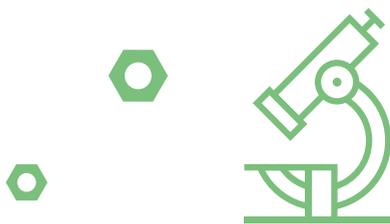
Science, research and development

Home to four universities with strong track records of working with industry, Manchester provides a climate where innovation can grow and prosper. Manchester has Europe's largest clinical academic campus, and is home to several medical research institutes, including Europe's biggest cancer treatment centre.





**GET OFF ON
THE RIGHT FOOT**



NEXT STEPS AND FINANCE

How you can support as a parent or carer:

- Encourage your child to keep a record of how they have shown their skills so they can give examples in interviews with employers.
- Talk to them about careers they are interested in. Find out what they know about those industries already and encourage them to visit the careers library to find out more.
- Make an appointment to speak to a member of the careers department at the next parents' evening. They will be able to answer any questions you have about career plans.
- There are usually lots of events and workshops held in Manchester to help young people find out more about different jobs and careers.
- Encourage them to find out about the courses, jobs and training opportunities available locally. You can find more information at **nationalcareersservice.direct.gov.uk** and **manchester.gov.uk/pathways**

Your family finances may change depending on the option your child chooses when they reach 16.

If eligible, you will continue to receive Child Benefit after your child reaches 16, as long as they stay in full-time education at school or college, or are on an approved training course.

At the present time, you cannot claim Child Benefit for a child who starts an apprenticeship. Any Tax Credits you get will be affected by the loss of Child Benefit.

To check how your family finances will be affected when your child reaches 16, visit **manchestercab.org.uk**

Help family finances stretch further Grants and bursaries

Education or training providers have access to two bursaries that your child may be eligible for. Speak to Student Services to find out more, or visit **gov.uk/1619-bursary-fund**

Help with travel

You can find out about concessionary and discounted fares at **[tfgm.com/journey planner](https://tfgm.com/journey-planner)**

Our Pass

Our Pass is a new bus pass for 16 to 18-year-olds that opens up free bus travel across Greater Manchester. Apply at **ourpass.co.uk**

Cycling

Cycling is a cheap, healthy and convenient travel option. Get hints and tips, information on cycle training and cycle routes, and find out where to get cheap recycled bikes at **cycling.tfgm.com**

Walking

Walking to college or work is also a cheap and healthy travel option. Find out about walking routes at **tfgm.com/walking**

Tell us what you think

We value your feedback, and would welcome your comments on this booklet. Did you find it helpful? What could we improve? Let us know, along with any other suggestions, by emailing:

workandskillsadmin@manchester.gov.uk

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