

DEVELOPING YOUR EMPLOYABILITY

The introduction of the 16-19 Study Programme 2013 brought some changes that affect everyone. You can find out more about these changes in the separate “Education” help sheet. But even if you know broadly what you might want to do in the future, you might not feel ready to start yet, or you might not yet meet the entry requirements, especially if you haven’t been at school much recently. This help sheet looks at what options could be available so that you can improve your situation and get back on track.

In this help sheet you’ll find:

- Your options
- How do I apply?

Raising the Participation Age , (RPA)

When you reach the end of Year 11 you will need to continue in education or some form of training until you are 18. It doesn’t mean that the school leaving age has been raised — it’s about making sure that all young people continue in some form of education or training until they reach 18.

If you are looking to develop your employability in order to move on in the future, the various options open to you will all include some education and training and will meet this requirement.

Find out more about RPA via our website <http://www.birminghamcareersservice.co.uk/raising-participation-age/>

Your options

The main options which will help you are to go onto a Foundation level Study Programme, or look for a Traineeship — or, in some cases, a Re-engagement Activity. Foundation Level Study Programme This is the name that we are giving to Study Programmes that are specially-designed for young people who haven’t yet reached Level 2. These programmes help you get started on your career path, and are a mixture of:

- Vocational (job related) training, including work experience
- Continued support with English and Maths
- Employability skills, for example job search
- Personal development skills, such as confidence building

They are available from a range of providers and cover a wide variety of occupational skills. You would be given an individual package of learning and support, tailored to fit your needs.

Traineeships

Traineeships are designed to get you ready for an Apprenticeship or a job as quickly as possible. They can last up to 6 months. This could be an option for you if the idea of an Apprenticeship or a job is what you would really like, but you haven’t yet got a full Level 3 qualification.

A Traineeship offers you the chance to go on a substantial work placement and get work skills training, as well as improving your English and Maths. There could be other support and flexible training depending on your needs.

You could be suitable for a Traineeship if you:

- Are unemployed (or work less than 16 hours per week) and have little work experience
- Are motivated to work
- Are aged 16 to 19 and are qualified below Level 3
- Think you will be ready for employment within six months of starting a Traineeship.

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To find out more about Traineeships, including what sort of places are available, you can visit the Traineeships area of the national Apprenticeships website, at www.apprenticeships.org.uk/traineeships.aspx or UCAS Progress at www.ucas.com/progress

Re-engagement Activity

This option might be right for you if you have been absent from the education system for a while, or maybe have dropped out from another programme.

These are usually short bite-sized courses based on a theme (such as sport, art or music) where you would get lots of support from staff to help you make decisions about what you want to do in the future.

How do I apply?

Foundation level Study Programme

You should contact the learning provider directly yourself — they will be able to tell you how to apply.

Traineeships

If you see a Traineeship advertised on the UCAS Progress website (www.ucas.com/progress) or the National Apprenticeship Service website (www.apprenticeships.org.uk), the details about how to apply will be included there. Alternatively, if you find out about a Traineeship in some other way, from a leaflet, for example, contact the learning provider direct and they will be able to tell you how to apply.

Find out more...

If you are a young person working with Birmingham Careers Service and you need more help with working out whether one of these options is the right thing to help you on your way, a Birmingham Careers Service Personal Adviser (PA) can give you advice and guidance. They can help you to find out what support might be available.

Contact Birmingham Careers Service on 0121 675 6105 or find out our opening times via our website www.birminghamcareersservice.co.uk/visit-us/