

# MORE HELP

You've got some big decisions ahead and some exciting plans to make. Don't worry if it all seems like a lot to think about — there are plenty of ways to get the support you need to make your choices.

In this help sheet you'll find:

Help from Birmingham Careers Service for young people we are working with.

Other sources of help

## Help from Birmingham Careers Service for young people we are working with.

Birmingham Careers Service Personal Advisers (PAs) give careers information, advice and guidance to young people who are not engaged in education, employment or training (NEET) and who are aged between 16 and 19 (or up to 25 if the young person has a learning difficulty or disability).

Some schools/academies are buying a careers information, advice and guidance service from Birmingham Careers Service and so PAs will also be working with wider groups of young people in those schools or academies.

If you are a young person working with Birmingham Careers Service, your Personal Adviser can:

- help you get back into education, employment or training and choose the right course, Apprenticeship or job
- help you to find out more about the careers you are interested in
- help you find out what courses or support might be available to develop your employability, if you're not yet in a position to move forward with your plans, and look at what extra support you might need to follow your chosen option

Birmingham Careers Service PAs are available at a range of venues across Birmingham. Some sessions are drop-in but for some you need to arrange an appointment. The Visit Us section of our website at <http://www.birminghamcareersservice.co.uk/visit-us/> includes all the details about venues, opening times, phone numbers and more.

If you are not a young person working with Birmingham Careers Service, see the next main section on Other sources of help for more about how to get information, advice and guidance.

## Find out more...

As well as talking to a Birmingham Careers Service PA, you can also get information and advice from the National Careers Service website at <https://nationalcareersservice.direct.gov.uk> and the Education and learning section of the GOV.UK website at <https://www.gov.uk/browse/education>

You can call the National Careers Service on 0800 100 900 any time between 8am and 10pm to speak to an adviser about careers and learning. You can also talk to a National Careers Service adviser by email, text or online, or join in a discussion in the chat room. There's more about all these services on the National Careers Service website.

Contact an adviser page for young people at

<https://nationalcareersservice.direct.gov.uk/aboutus/contactus/Pages/youngperson.aspx>

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## Using our website

Our website is regularly updated and has lots of useful information. [www.birminghamcareersservice.co.uk/](http://www.birminghamcareersservice.co.uk/) and try out some of these sections to find out more.

[Apprenticeships](#)  
[Building Your Skills](#)  
[Career Planning Calender](#)  
[Career Planning Checklist](#)  
[Career Planning: Your Three Step Plan](#)  
[Developing Your Employability](#)  
[Education](#)  
[Higher Education](#)  
[Jobs](#)  
[Money Matters](#)  
[More Help](#)  
[Qualifications](#)

## Other sources of help

Try out these these useful websites:

[www.ucas.com/progress](http://www.ucas.com/progress)

UCAS Progress includes Search, a database of courses on offer locally for 14-19 year olds. You can use it to find out details of the courses available from many of Birmingham's schools, colleges and other providers.

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

The Education and learning section of GOV.UK has information on subjects including apprenticeships, 14 to 19 education and student finance. Other areas of GOV.UK might also be useful — at <https://www.gov.uk>

<https://nationalcareersservice.direct.gov.uk>

The National Careers Service website — this has national information on career planning, courses and learning, and getting a job. You can also speak to an adviser about careers and learning by calling 0800 100 900 any time between 8am and 10pm.

## Careers software

Careers software programs can help you to find out more about hundreds of different jobs, so you can decide what kind of career might suit you. Schools/academies/colleges are responsible for making sure that careers advice is available to their students, so find out what careers software your school/academy/college might have available.

National Careers Service Job profiles at

<https://nationalcareersservice.direct.gov.uk/advice/planning/jobfamily/Pages/default.aspx> has almost 800 job profiles. You can look at job families or use the search facility to find out more about careers.

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## Birmingham Youth Service

You can get information, advice and guidance from Birmingham Youth Service. Whether you are still at school or college or you have already left, you can call in and talk to a youth worker. To find out more about Birmingham Youth Service you can visit [www.birmingham.gov.uk/youth-service](http://www.birmingham.gov.uk/youth-service)

## Schools/academies/colleges

The law changed in 2011 and, since September 2012, schools/academies/colleges have been responsible for making sure that careers guidance is available to their students. Your teachers will be able to give you advice about what it will be like studying at a higher level. They can also tell you more about the type of study involved in different courses. Careers co-ordinators can give you advice about your options and they may be able to help you complete application forms.

## Family and friends

Your family and friends know you better than anyone. They know what kind of person you are, what you're good at and what you like and dislike. It can really help to talk to them about your interests and ideas.

## Social networking

Social networking websites like Facebook at <https://www.facebook.com> and Twitter at <https://twitter.com> can be useful places to chat about your career ideas with friends. Birmingham Careers Service uses Twitter to pass on useful information — for example about vacancies or opportunities. You can follow us at <http://twitter.com/BhamCareers>. There are also specialist chat rooms about learning and careers — try out [www.thestudentroom.co.uk](http://www.thestudentroom.co.uk) for discussions and forums about courses, exams, jobs, interviews, politics and personal issues. If you are using online forums and chatrooms, you need to be aware that there are some potential dangers.

Check your security settings on social networking sites to make sure that you know who is seeing information you post. For example, you can usually set your profile so that only people in your group of friends can see photos or messages you post online. Never give out personal information like your phone number, address or the school you go to.

Never arrange to meet people you don't know. Remember, people may not be who they say they are.

Double check any information you get. Any advice given out on a forum is likely to be one person's opinion, and not necessarily a fact.

Some social networking sites are for over 16s or 18s only. You need to obey any rules the site makes, otherwise you may get banned.

Remember that posts or tweets may stay accessible online into the future — your online history cannot be reliably deleted. Potential employers might one day search through your online history when considering you for a job. People have lost job offers, or failed to get an interview, for exactly this reason.

For more advice on using the internet safely, visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)