

Shape Your Future

for Foundation Learners
in the East Riding of
Yorkshire



Bridlington

Driffield

Pocklington

Market Weighton

Hornsea

Beverley

Kingston upon Hull

Hessle

Withernsea

Goole



>Log on | move on>



EAST RIDING
OF YORKSHIRE COUNCIL

SKILLS
HULL & EAST YORKSHIRE
INCORPORATING LHM NUMBER

Internships
WORK

Doubling supported internship
provision in England by 2025.

Funded by

Department
for Education

Delivery lead by

National Development Teams for Inclusion

 DFN
Project SEARCH

 base
british association for
supported employment

Shape your own future

This booklet will help you to Prepare for Adulthood and think about what you are going to do at age 16 and 18. It outlines your education and training options and provides information about the local jobs market.

There are opportunities for you to gain employment if you have the desire and drive to do so. Paid work is good for you and it will help you to have as independent a life as possible. If you can do a work experience placement as part of your education that will also help you. It is important to try and make good choices at age 16 that will help you achieve your future goals when you are 18 and older.

Top tip!

Your teachers, professionals and family/carers can help you to plan what you want to do.



Contents



| | |
|---------------------------------|-------|
| How jobs are changing | 4 |
| Preparing for Adulthood | 5 |
| Qualifications and Pathways | 6-7 |
| Sector wheel | 8 |
| Construction | 9 |
| Creative & Digital | 10 |
| Energy | 11 |
| Food, Agriculture & Animal Care | 12-13 |
| Health & Social Care | 14 |
| Manufacturing | 15 |
| Ports & Logistics | 16 |
| Public Sector | 17 |
| Retail & Business | 18-19 |
| Leisure & Tourism | 20-21 |
| Supported Internships | 22-23 |
| It's all about skills! | 24-25 |
| CVs and Interviews | 26 |
| Disability Confident Employers | 27 |
| Help with Transport | 28 |
| Calling all Parents and Carers | 29 |
| Useful Websites | 30 |
| Notes page | 31 |



How jobs are changing

Employers are keen to develop diverse workforces that reflect their local communities, including young people with SEND.



New technology is being developed constantly.



'Green' environmental issues are becoming more important.



The skills of people around the world are increasing.



People are living longer than before.



People are thinking carefully about how they spend their money, especially during their leisure time.

Find out more about skills on pages 24-25 of this booklet. Create your own Skills Passport on the >log on I move on> website.

Preparing for Adulthood

During your education, you may have to make choices about what subjects you want to study. You will be able to speak to your teachers about what subjects are on offer.

You also need to start thinking about what job you may want to do in the future, and whether you need to choose subjects that will help you to succeed in that job. Talk to your teachers, professionals, parents and carers to help you decide.

There will be some subjects that you need to study - your school will let you know what these are. You'll also be given support to decide what level is best for you to study these at.

After this, it will be time to think about your next steps after school and consider what you would like to do when you are age 16 and 18.

To view local education and training opportunities visit
www.logonmoveon.co.uk

There are a number of options open to you at age 16:

- Full time education (school sixth form, sixth form or further education (FE) or specialist college, training provider or home education).
- Combine work and study (Apprenticeships, Supported Internships and work-based learning).
- Volunteer or work part-time and study.

Whatever choices you make, remember:

- Consider more than one option.
- Check application closing dates.
- Visit the places you would like to apply for and meet the staff.
- Speak to your teacher, parent/ carer or professional for advice.



Qualifications & Pathways



It is important that you continue to receive training and education and there are many different qualifications and 'pathways' you can take as you progress.

We have listed some of the qualifications and their levels here. Remember that not all qualifications are offered everywhere. You may need to speak to someone to help you understand the different levels and which qualifications might be right for you.

Pre-Entry

Basic knowledge and skills, not aimed towards specific jobs.

You will gain appropriate qualifications in: Reading, writing and spelling, communicating, basic mathematics, IT and general study skills.

Entry Level 1, Entry Level 2 and Entry Level 3

Entry Level courses vary in their focus but are all designed to encourage independence and teach new skills.

- Entry Level Award
- Certificate
- Diploma
- Essential Skills
- Skills for Life
- ESOL (English for Speakers of Other Languages)
- Work-based learning
- Study Programme
- Supported Internship



Level 1

Activities which mostly relate to everyday situations and may be linked to jobs.

- GCSE (grades 1-3)
- Work-based learning
- Study Programme
- NVQ
- Essential Skills
- Music Grades 1, 2 & 3
- Key Skills
- Level 1 Award, Certificate & Diploma
- Functional Skills
- Skills for Life
- ESOL (English for Speakers of Other Languages)
- Supported Internship

Top tips!

Qualifications are changing all the time and we have not been able to list every one that is available. Talk to your teachers, tutors or other professionals that might be able to help you and ask for the latest information.

Websites like >log on I move on> and the Local Offer can help you to search for education and training opportunities and employability support organisations.

The following pages include more information about the wide range of job opportunities that may be available to you in this local area. The pages are organised into sectors, which is a way of grouping businesses that are doing a similar activity, producing a similar product or providing a similar service.





Construction

Construction is the creation and building of roads, bridges and railways or facilities such as business premises, homes, hospitals and schools.

Types of Jobs*

- Carpet fitter
- Bricklayer
- Painter/Decorator
- Carpenter
- Builders merchant

What do I need to be good at to work in this sector?

- Practical
- Problem solving
- Attention to detail
- Communication
- Team working
- Able to work at heights

- Able to read drawings
- Safety aware
- Accurate measurement

Some local employers:

- Sewell Group
- MKM Building Supplies
- Beal Homes
- Keepmoat
- Hobson & Porter
- Howdens Joinery
- Reds10

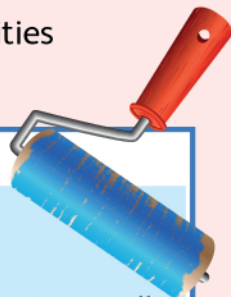
Spotlight on...

Painter and Decorator

What you would do:

- Work out how much paint or wall covering is needed for a job
- Lay down dust sheets and prepare materials
- Strip off old wallpaper or layers of paint, fill holes and cracks and make sure surfaces are level
- Cover surfaces with primer and undercoat
- Mix paint to the right shade, often using computerised colour-matching equipment
- Apply coats of paint or hang wallpaper

*Data from National Careers Service Job Profiles





Creative & Digital

They include industries such as computer games design, animation, social media, film and TV, graphic design and advertising, music, performing arts, libraries and visual arts.

Types of Jobs*

- Printing assistant (Reprographic assistant)
- Web designer
- Computer games tester
- Illustrator
- Pre-press operator

What do I need to be good at to work in this sector?

- Problem solving skills
- Communication

*Data from National Careers Service Job Profiles

- Creativity
- Strong ICT skills
- Attention to detail

Some local employers:

- BBC
- Mindmap Productions
- Kingston Recruitment
- University of Hull
- Garthwest Ltd
- Hull Truck
- Sauce
- C4Di

Spotlight on...

Printing Assistant (Reprographic assistant)

- Take customer orders
- Help prepare designs and layouts for print runs
- Work out timescales, costs and the number of copies required
- Programme instructions into copying, scanning and printing equipment
- Make sure machines have suitable levels of inks, chemicals and toners
- Mount printing plates, if working on a press, and line them up correctly



Source: National Careers Service



Energy

The Energy Sector relates to the making and supply of energy. Renewable energy comes from natural resources such as sunlight, wind, rain, tides, and waves.

Types of Jobs*

- Stock control assistant
- Oil diver
- Large goods vehicle driver
- Solar PV Installer
- Scaffolder

What do I need to be good at to work in this sector?

- Problem-solving
- Attention to detail
- Computer skills

- Communication
- Team working

Some local employers:

- Siemens Gamesa
- Spencer Group
- Able UK
- Ecotricity
- SMartWind
- Orsted
- GEV Wind
- Boston Energy

Spotlight on...

Stock Control Assistant

What you would do:

- Make sure paperwork is correctly filled out
- Check stock levels and order new stock
- Update stock information on computer systems
- Receive deliveries
- Move stock with a forklift truck
- Make sure orders are despatched on time
- Answer customer enquiries online, over the phone or face-to-face

*Data from National Careers Service
Job Profiles



Food, Agriculture & Animal Care

The food and agriculture sector involves working with animals, plants and other life forms that enable us to manufacture food and drink. Working in this sector could include working with livestock such as cows, sheep, pigs and poultry, or with crops, such as wheat, oats, peas, oilseed rape and grass.

Types of Jobs*

- Horticultural worker
- Farm worker
- Picker
- Machinery operator
- Gamekeeper
- Kennel assistant
- Pet groomer
- Stable hand or groom
- Forest worker
- Garden centre assistant
- Gardener
- Food packaging operative
- Yard worker

*Data from National Careers Service Job Profiles

Success Story:

Claire completed a course in horticulture learning many new skills. Claire developed skills that employers in all sectors are looking for and after further studies she has a part time job in catering.





What do I need to be good at to work in this sector?

- Problem solving
- High standards of hygiene and safety
- Attention to detail
- Team working
- Able to follow instructions

Some local employers:

- William Jackson Food Group
- JZ Flowers Int Ltd
- Coletta & Tyson
- Young's Seafood
- Cranswick plc
- JSR Farms
- Premier Plant Producers
- Dewhirst Farming Group
- Morrisons

Spotlight on...

Gardener

On a typical day you may:

- Raise plants from seeds or cuttings
- Dig, plant, and weed flower beds and borders
- Prune shrubs and trees
- Check the health of plants and control pests
- Use machinery like lawn mowers and hedge trimmers
- Look after the appearance of plants and the surrounding landscape
- Clean and maintain equipment
- Do basic building tasks like laying patios, or putting up sheds and fences

Source: National Careers Service





Health & Social Care

Health care is about the treatment and support of medical conditions in hospitals, health centres and in the community. Social care is about the care and support of people within the community.

Types of Jobs*

- Care assistant
- Healthcare assistant
- Hospital porter
- Nursery worker
- Playworker

What do I need to be good at to work in this sector?

- Communication
- Sense of responsibility
- Empathy and compassion

- Good timekeeping and organisational skills
- Team work

Some local employers:

- NHS
- HICA Group
- Relate
- Busy Bees Childcare
- Dove House Hospice
- Spire Healthcare
- Sue Ryder Care
- City Health Care Partnership

*Data from National Careers Service Job Profiles



Success Story:

Jemma volunteered in the British Heart Foundation Electrical & Furniture store gaining new skills whilst she studied.

She then had a work placement opportunity in a dental practice and is now thriving in her new role.

Source: this-ability.org.uk/success-stories/details/jemma





Manufacturing

Manufacturing is the making of goods from the raw materials to the finished product.



Types of Jobs*

- Bottler
- Glassmaker
- Warehouse worker
- Food factory worker
- Food packaging operative

What do I need to be good at to work in this sector?

- Mechanical aptitude
- Problem solving skills: practical and theoretical
- Decision making

*Data from National Careers Service Job Profiles

- Communication
- Teamwork
- Health and safety aware
- Budgeting

Some local employers:

- Swift Group Ltd
- Cranswick PLC
- William Jackson Food Group
- Reckitt
- Humdinger
- BAE Systems
- Siemens Gamesa
- Siemens Mobility

Success Story:

Katie's career with MPH Fulfilment as a Shrink Wrap Operative

Katie gained a job as a Shrink Wrap Operator. The company has helped Katie to progress in her role, taking on additional tasks as she felt more comfortable.



Source: this-ability.org.uk/success-stories/details/katie



Ports & Logistics

Ports are a place where goods and people arrive or leave the country by sea. Logistics is about getting the right product to the right place, at the right time.

Types of Jobs*

- Port operative
- Removals worker
- Forklift driver
- Courier
- Warehouse worker

What do I need to be good at to work in this sector?

- Team working
- Problem solving
- Good organisation
- Attention to detail

*Data from National Careers Service Job Profiles

- Confidence
- Communication
- Ability to work under pressure

Some local employers:

- Associated British Ports
- P&O Ferries
- PD Ports
- Rix Shipping Company Ltd
- Royal Mail
- Nigel Rice
- First Hull Trains

Spotlight on...

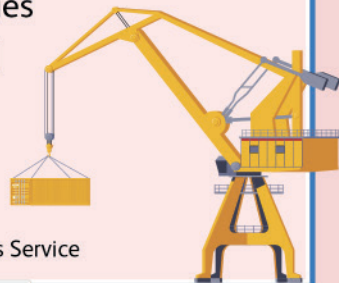
Port Operative

As a port operative you could:

- Load and unload cargo containers
- Transfer cargoes to storage areas
- Operate conveyors and pumps

As a passenger worker, you could:

- Help passengers to get on and off boats and ferries
- Give out travel information



Source: National Careers Service





Public Sector

Public sector organisations provide a service for everyone: places like schools and police and armed forces.

Types of Jobs*

- Teaching assistant
- Lifeguard
- Apprenticeship in business administration
- Parking attendant
- Customer service assistant

What do I need to be good at to work in this sector?

- Customer awareness
- Team working
- Attention to detail

- Communication and literacy
- Good with numbers

Some local employers:

- East Riding of Yorkshire Council
- Hull City Council
- North Lincolnshire Council
- North Yorkshire County Council
- Fire Service
- HMP Prison Service
- Humberside Police
- HM Courts

*Data from National Careers Service Job Profiles



Success Story:

Jack secured a job in the sector he wanted to work in

Jack plans and runs various public events including, festivals, variety shows, retail stalls and more. He gained skills and experience which really helped him to get into a job he really wanted.

Source: this-ability.org.uk/success-stories/details/jack





Retail & Business

Business services describes work that supports a business. Retail is the sale of goods in shops and online.

Types of Jobs*

- Customer service assistant
- Sales assistant
- Store demonstrator
- Checkout operator
- Administration assistant
- Receptionist
- Dispatch rider/courier
- Postal delivery worker
- CCTV control-room operator
- Store detective
- Shelf filler
- Window dresser/display assistant
- Data entry clerk
- Database administrator
- IT sales adviser

*Data from National Careers Service Job Profiles



Success Story:

Adam's career at Asda

Adam was worried he'd never be able to find a job, but with help from Mencap, Adam secured an interview at Asda Living Store in Hull, got the job, and is now going from strength to strength.

Adam proved to be popular with customers and colleagues and even helped to create a group that advises employers on how to open up more opportunities for people with disabilities.

Source: this-ability.org.uk/success-stories/details/adam



What do I need to be good at to work in this sector?

- Team working
- Communication
- Problem Solving
- Flexibility
- Customer Focus

Some local employers:

- Waitrose
- Spectrum
- Next
- KCOM
- Tesco
- The Entertainer

Spotlight on...

Database administrator

You'll work with an organisation to:

- Establish the purpose of the database
- Define the user group
- Identify other systems the database will link to
- Plan how to organise, find and display data
- Build a test version and check the results for bugs
- Fill the database with new information or transfer existing data into it
- Plan how to update information, create back-up copies and report errors
- Put in security measures

Source: National Careers Service





Leisure & Tourism

This covers events, food and service management, gambling, hospitality services, hotels, pubs, bars, nightclubs, restaurants, self-catering accommodation, holiday parks and hostels, tourist services and visitor attractions.

Types of Jobs*

- Barista
- Cinema attendant
- Theme park worker
- Bar person
- Cook/Chef
- Kitchen assistant
- Waiting staff
- Cleaner
- Hotel room attendant
- Airport information assistant
- Cruise ship steward
- Retail travel adviser
- Tourist information centre assistant
- Fitness instructor
- Leisure centre assistant
- Lifeguard

*Data from National Careers Service Job Profiles

Success Story:

Jonathan finds a role he thrives in.

Jonathan attended a Supported Internship in a restaurant. He was offered a working interview and now has a full-time job with the company.

Source: this-ability.org.uk/success-stories/details/jonathans-journey





What do I need to be good at to work in this sector?

This area of work offers a wide range of opportunities from entry level and offers the opportunity to use great people skills.

Some local employers:

- Hull Truck Theatre
- Grimsby Auditorium
- Humberside Airport
- MKM Stadium
- P&O Ferries
- Bridlington Spa
- The Deep



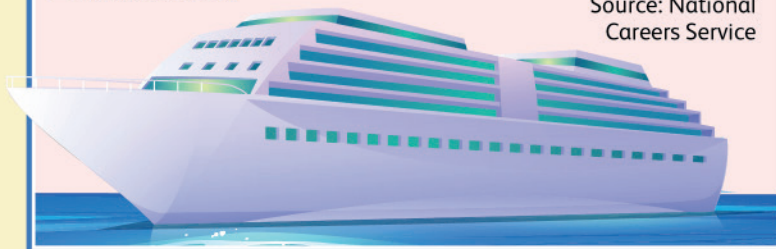
Spotlight on...

Cruise ship steward

In this role you could:

- Show guests to their cabins
- Take food and drink orders
- Replace stocks and supplies
- Supply fresh linen
- Vacuum floors
- Replace mini bar items and provide a bill
- Make beds

Source: National Careers Service



Supported Internships

What is a Supported Internship?

A Supported Internship is one type of study programme specifically aimed at young people aged 16 to 24 who have an Education, Health and Care (EHC) plan, who want to move into employment and need extra support to do so.



Where will it take place?

A Supported Internship will usually be based with an employer.

How long will it last?

A Supported Internship normally lasts for a year, including unpaid work placements of at least 6 months.

What will I do?

You will complete a personalised study programme which includes the chance to study for relevant qualifications, if suitable, and English and Maths.

What happens after?

Wherever possible, you will be supported to move into paid employment at the end of the Supported Internship.

What are the benefits of a Supported Internship?

- Develop skills valued by employers
- Have the chance to show your value in the workplace
- Build confidence in your own abilities
- Gain experience to put on your CV
- Improve your skills in English and Maths
- Become an independent traveller
- Show everybody you can do it!

Further information: <https://www.ndti.org.uk/resources/publication/what-are-supported-internships>

How is a Supported Internship different from an Apprenticeship or other work-based learning?

They are similar, but they have a few differences.





You will receive a higher level of support on a Supported Internship. This will probably include a job coach and further help with your learning that you do away from the workplace.

Supported Internships usually last longer than other work-based learning programmes, giving you more time to get ready to progress into an Apprenticeship if this is what you want to do.



It's all about skills!

There are skills which are sometimes called 'transferable skills'. They are needed in many different types of jobs by employers. Think about how you can show and develop your skills.

| Skill | What is it? |
|--|---|
|  Listening | Listening and understanding instructions and the receiving, retaining and processing of information or ideas. |
|  Speaking | The oral transmission of information or ideas and joining in with discussions. |
|  Aiming High | The ability to set clear, tangible goals and devise a robust route to achieving them. |
|  Leadership | Supporting, encouraging and developing others to achieve a shared goal. |



| Skill | What is it? |
|--|---|
| Teamwork  | Working well with others, knowing each other's skills and talents, and supporting everyone in the team. |
| Problem Solving  | Being logical and finding solutions to difficult situations or tasks. |
| Creativity  | Creativity doesn't just mean being artistic. To a lot of people creativity is thinking bigger and coming up with ideas or solutions that work well and might not have been thought of before. |
| Staying Positive  | Being able to pick yourself up after something goes wrong. Taking a moment to evaluate and then trying again in a different way. |

You can log your transferable skills on www.logonmoveon.co.uk on the Skills Passport.

CVs and Interviews

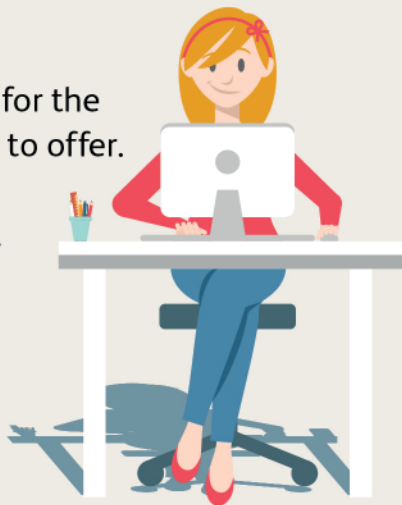
If you are in an education and training setting you should get a chance to visit employers and other education and training providers. In addition, representatives will visit your setting and talk about their jobs and industries. Experiences of work are important to help you decide what type of job you would like in the future.

CV stands for 'Curriculum Vitae'. It's a document you can use to tell potential employers about your skills and experiences. It is usually only 2 pages long. You can create yours by logging in to your www.logonmoveon.co.uk learner account.

If you need some help, speak to a teacher, professional or family/carer about CV writing support.

An interview is a chance for an employer to see if you're the right person for the job. It's your chance to make a good impression and show what you have to offer. Many employers will ask you if you need support for an interview process. Speak to the employer to find out the process for getting a job with them.

In an interview, people will often ask for examples of your skills and experiences. You can use examples from your '>log on I move on>' Skills Passport and CV to help answer the questions. You can take a copy of them into the interview with you too.



Disability Confident Employers

Disability Confident is a government scheme to encourage employers to recruit and retain disabled people and those with health conditions. It is voluntary and has been developed by employers and disabled people's representatives.

It aims to help employers make the most of the opportunities provided by employing disabled people.

How do I know if an employer is Disability Confident?

Check for the Disability Confident Mark on an employer's website and job adverts, or you can search for Disability Confident employers on the government website:

www.gov.uk/government/publications/disability-confident-employers-that-have-signed-up





Help with transport

Getting to your place of education or work can sometimes be tricky.

When you become 16 you will have the opportunity to become more independent and responsible for making your own arrangements to get to your chosen education or training. Look at what your potential education and training provider(s) offers. Some offer transport passes, some provide their own buses, and all will have a bursary application process. The Council does not have a duty to provide transport after year 11.

Bus and train companies and other public transport providers often offer reduced fares or concessionary tickets for young people.

You may also wish to consider applying for discounted season tickets for use on

any home to school or college transport contracted by the East Riding of Yorkshire Council. Application information is available online from www.eastriding.gov.uk or school.transport@eastriding.gov.uk

You may be eligible for journey specific travel training to help you feel safe and comfortable travelling to and from your education/training setting independently. Search for Futures+ on the Local Offer website for more information:

<https://www.eastridinglocaloffer.org.uk/directory-entry/?entry=futures>

More information is available in the East Riding of Yorkshire Council Post 16 transport policy on the local offer website or contact the SENDART Team.



Calling all Parents and Carers!

Parents, families and carers are a huge influence when it comes to making your career choices.

It's also important you access the free advice from careers advisers, teachers, professionals, education and training providers and employers. Attend events and open days from year 10, or earlier if you wish, to find out more about different courses and settings.

Young people in a school or college setting are able to access independent and impartial careers guidance as part of their careers programme. Contact a teacher or tutor to find out more.

The more you talk to people and the more information you can gather, the easier it will be to make the right decision. Log the information you gather on the >log on I move on> note book in the learner account or at the back of this booklet.

You can view local education and training opportunities on the >log on I move on> website. You will also find information about local employment opportunities too. Remember to check application deadlines.

Useful links:

www.logonmoveon.co.uk www.amazingapprenticeships.com/parents/
www.talkingfutures.org.uk www.youthemployment.org.uk/category/careers-advice-for-parents/

Useful Websites

Local information, help and support for preparing for your future

www.eastridinglocaloffer.org.uk

Local education, training, apprenticeship and supported opportunities

www.logonmoveon.co.uk

Information about preparing for adulthood

www.preparingforadulthood.org.uk

Worklink

www.eastriding.gov.uk/learning/employment-education-and-skills/help-with-finding-work/worklink/

Volunteering and social action activities.

Visit www.ervas.org.uk/youngpeople and if you are over 16 years old you can also visit www.doit.life

Disability Employment Advisors

www.jobcentreguide.co.uk

Free advice and support

www.scope.org.uk

National Citizen Service

www.wearencs.com

National Careers Service

www.nationalcareers.service.gov.uk

Supported Internship

www.eastridinglocaloffer.org.uk/supported-internships

Local labour market information

www.skillshullandeastyorkshire.co.uk

Real stories to inspire your career

www.icould.com

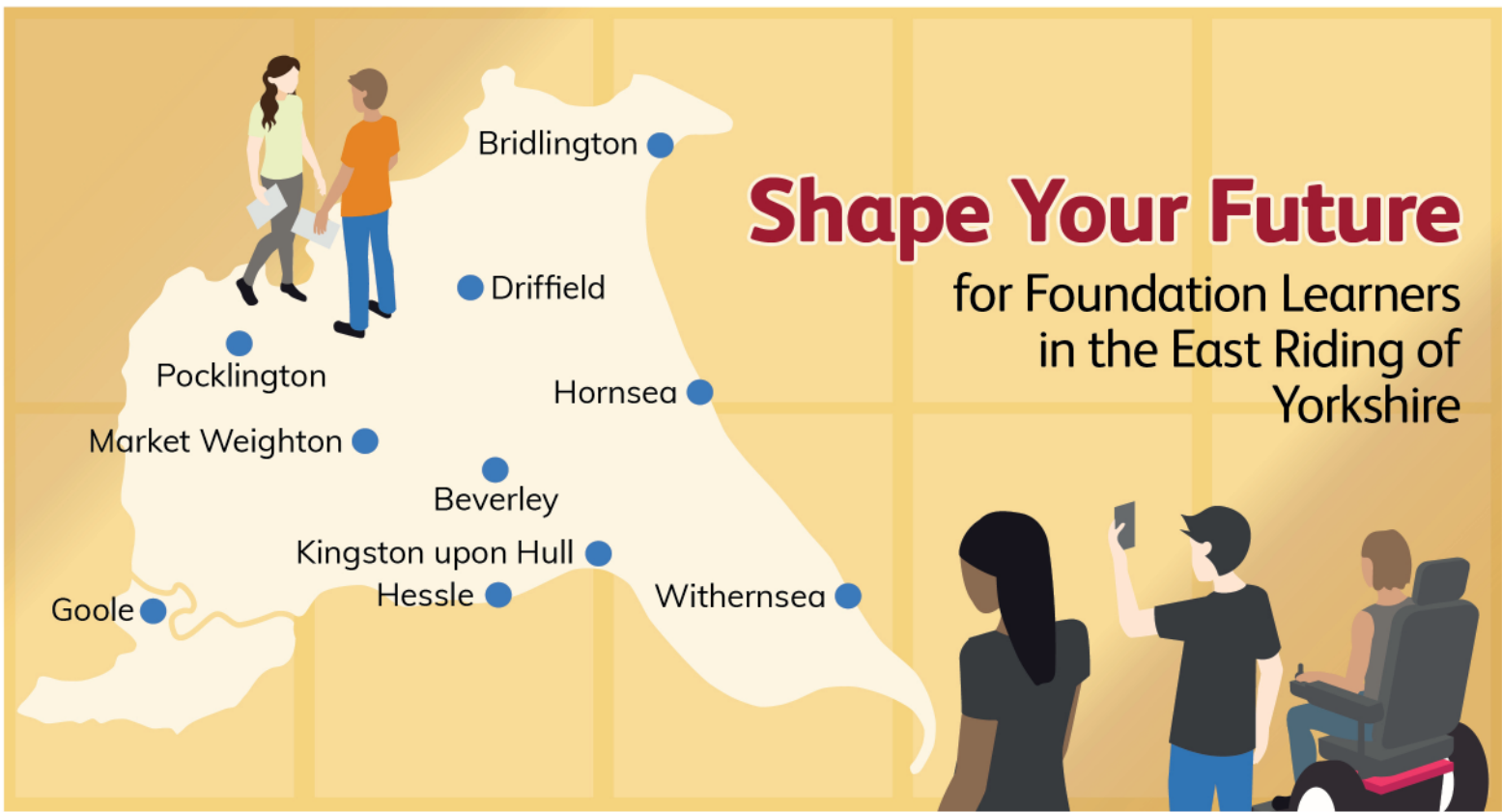
Notes page

Use this space to work with your trusted adult and make some notes about your next steps!

Jobs I am interested in:

Websites I should visit:


Things I need to do to prepare:



Disclaimer

East Riding of Yorkshire Council staff have researched the web links referenced in this publication. However, website information can change rapidly. East Riding of Yorkshire Council does not endorse organisations or accept any responsibility for the content of external sites.

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Funded by

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