



MAKE — HAPPEN

A GUIDE AND WORKBOOK FOR STUDENTS, PARENTS AND CARERS

INTRODUCTION

As you consider the next steps on your journey, we are here to help.

Make Happen offers inspiration and information to support you on your path to a career of your choice.

This booklet details the routes that higher education offers and takes you through the maze of choices, decisions and actions that need to be made on your journey. It's not a complete guide, it is a workbook that presents the options available and motivates you to think about 'you' and what you want to do. There is information for parents and carers to update them on what higher education offers and to give you the opportunity of working together on your next steps.

The world of work is changing very quickly and there has been an increase in demand for employees with higher skills. There are thousands of jobs that didn't exist 10 years ago and many of them demand in-depth and specialist skills. We will outline career opportunities that exist here in Greater Essex and signpost higher education routes to a career with a future.

With so many recent changes, many people are understandably confused about what “higher education” means today.

In general, higher education means a university level education which can lead to a degree, a foundation degree, a Higher National Diploma (HND) or a Higher National Certificate (HNC) qualification. These qualifications can be achieved through successful programmes of study at universities, other higher educational institutions or by completing a higher or degree apprenticeship.

Whichever route you choose, a degree is recognised throughout the world and in addition to your chosen subject you will be able to demonstrate a range of skills highly valued by employers. Higher education can develop and demonstrate motivation, the ability to apply skills, to communicate and to take responsibility for your own work.

Student... What do you want to do?

It's a big question but don't panic, there are people and resources that can help. Start by thinking about jobs that might suit you, research them and look at the different training available.

If you have no idea about a career then consider what interests you - what suits your personality? Talk to as many people as you can. Access websites like the KUDOS career tool at school and you can also use LinkedIn and Twitter to follow leaders and companies in the field that you are considering.



"I liked PE at school but didn't know what jobs there were apart from being an athlete!"

Jo, studying BSc (Hons)
Sports Therapy at UEL



Every individual is just that – individual, so take your time to think about what would suit you.

Remember that you don't have to know exactly what you want to do in the future but it helps to choose a subject area that interests, intrigues and inspires you. Once you have a subject you can research the multitude of careers that exist in that area.

Talk to your friends, family and teachers about the possibilities and ask yourself questions. Use the work pages in this booklet to record your thoughts.

Parent... How can you help?

Don't worry, nearly a third of parents and carers in our area have said that they don't understand enough about the current world of work and jobs that exist to feel comfortable in advising their child. It may help to try to unlearn the out-of-date careers advice you have heard and try not to push your ideas onto your teenagers!

You may have conflicting ideas; whilst you can see the value in going into work, you may also believe that a degree is the route to a good salary.



"I didn't go to uni but it might suit my daughter... I don't know enough about it"

Stephen, Jenna's dad



It is natural for you to want stability for your children, but you also want them to enjoy the journey as well as the destination.

Sit down and help your child start thinking about what is important to them. Asking questions might help. Would more education or getting to work suit them best – would they thrive in a professional team or by independent study?

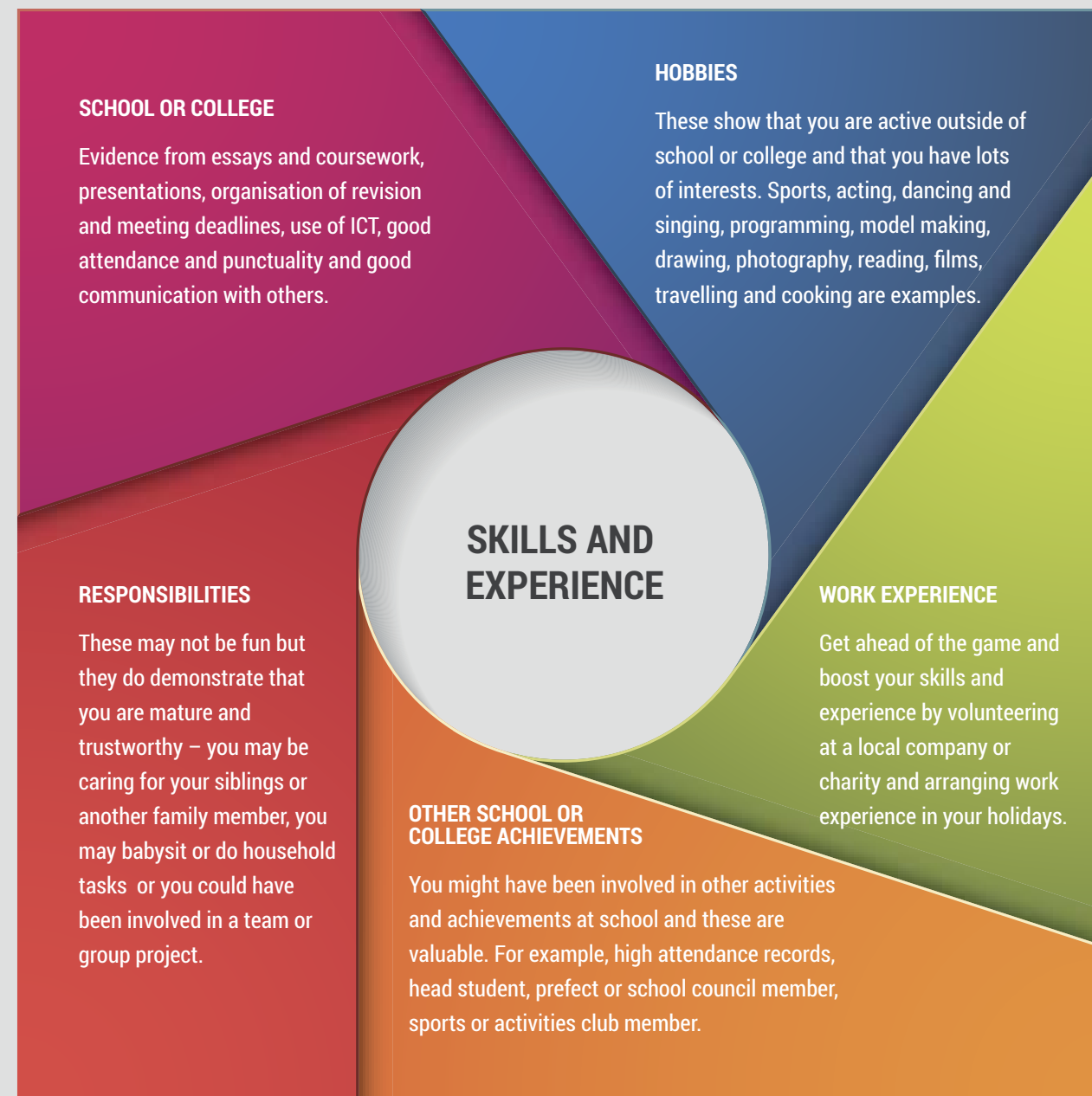
Work together, research different choices and discover the wealth of new opportunities and job roles that exist.

You may not realise it but you already have valuable skills and experience and you can build on these over the next few years to develop a well-rounded CV.

Think about these areas and you will see that you are already doing some things and could start others that educators and employers will be interested in hearing about.

Whether you are applying for an apprenticeship, thinking about university or looking at a future career, you will need to demonstrate that you have more than exam results.

Remember that whatever you say about yourself, you will need to be able to prove it, so start collecting evidence as soon as you can. You can easily build up a portfolio to support your CV which could include information, photos and references from employers or other contacts.



The following skills and attributes are mentioned in job descriptions for almost all roles. Look at them and see if you are able to give examples that demonstrate that you have or are developing these:



Ten basic skills that employers look for, whatever the role.

1 Communication skills

2 Organisational skills

3 Customer service

4 Resilience

5 Critical thinking

If you don't think you have any experience in these areas, think about ways that you might develop these skills, talk to your teachers, family or friends - they can help.



6 Initiative

7 Planning

8 Computer literacy

9 Detail-orientated

10 Teamwork/collaboration

These skills will help you through the changing world of work and improve your prospects.

REMEMBER... !

Whichever route you choose you will be required to achieve the entry or candidate requirements, so work hard to get the best results you can, whether at GCSE, A level or BTEC.



1 What do I like?

2 What have I done?

3 What is my ambition?

It's all
about *me!*

5 DEGREE APPRENTICESHIPS - WHAT'S INVOLVED?

Generally, apprentices spend most of the week at work.

Apprenticeships are free for people under 25 and often pay good starting salaries.

A higher apprenticeship can be equivalent to between one or three years of university study and gives you an equivalent qualification at the end. A degree apprenticeship will usually take 3 years and will give you a degree as well as experience in your chosen field.



On-the-job learning:

- Developed together by employers, universities and professional bodies, the training suits both the role and the qualification.
- You'll learn from colleagues and will usually work more closely with a senior person who will teach you and review your progress.
- Apprentices are employed throughout the programme, spending part of their time at university and the rest with their employer. This can be on a day-to-day basis or in blocks of time, depending on the programme and employers' requirements.

6 UNIVERSITY DEGREES - WHAT'S INVOLVED?

Studying at university is very different from school or college.

You will have less lesson time and more time to study independently. You'll have the opportunity to work with academics who are leaders in their field of study and meet people who may provide opportunities for employment.

Universities are multicultural hubs, where you can meet and live with people from across the world.




There are various ways of learning at university including:

- **Lectures** – last between one to three hours and are usually for large groups of students in a lecture theatre (a bit like a small cinema).
- **Tutorials** – individual or small group sessions to meet your tutor to discuss assignments, exams and progress.
- **Seminars** – smaller classes of 10 to 20 people for more in-depth discussions around the subject or a text you have been asked to read.
- **Practicals** – hands-on approach to apply what you have learnt. For example, in drama you will use studios for rehearsals and for science-based courses you will have time in the labs.

7 THE BENEFITS OF A DEGREE APPRENTICESHIP

- Apprentices are employed and paid a fair wage throughout the course.
- Apprentices will gain a full degree without needing to pay student fees.
- Apprentices will gain invaluable experience which will give them a head start in their chosen profession.
- This route provides apprentices with the graduate level skills they need to excel in their careers.
- Apprentices gain real “work experience” alongside those interpersonal, communication and organisational skills that employers value.
- You don't completely miss out on the student experience, like you would if you were working full-time, most universities encourage you to become a member of the university community.

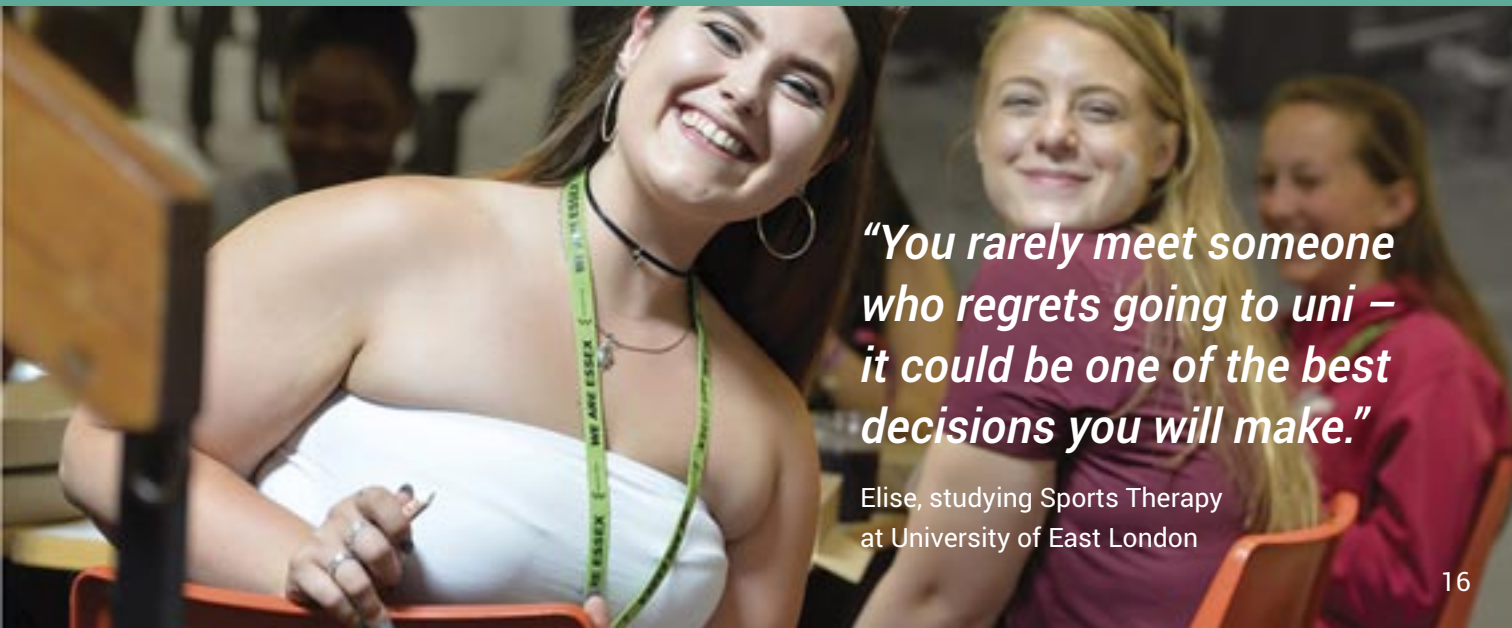


“It’s not just theoretical learning – it’s incorporated into work in a professional environment.”

Dobromir, Apprentice at MSX International,
studying at the University of Essex

8 THE BENEFITS OF A UNIVERSITY DEGREE

- The chance to study a subject you love in much greater depth, and to learn from experts in the field
- Develop key transferable skills as you work on assignments, take on extra-curricular responsibilities and work with different people
- Join sports clubs and societies to try something new or continue a hobby you love
- Network with academics, researchers and potential future employers
- Gain a formal qualification that will help you get a good career in the area you're interested in
- Gain independence as you move away from home and manage your time between studying and socialising!



“You rarely meet someone who regrets going to uni – it could be one of the best decisions you will make.”

Elise, studying Sports Therapy
at University of East London

There are no fees to pay and your salary will help with your living costs.

The apprenticeship minimum wage is £3.50 per hour for the first year of the apprenticeship, rising to National Minimum Wage after completion of the first year. You will need to check each vacancy individually. Many degree apprenticeship employers pay much more than this amount, for example a software engineer apprentice can earn £14,400 per year, a higher accountancy apprentice can earn over £13,000 per year and an aerospace engineer apprentice at BAE Systems UK can earn £21,971 per year.

Apprentices are entitled to the same rights as other employees; a contract of employment and at least 20 days paid holiday a year, plus bank holidays and some employers offer other benefits such as a pension, access to a car and leisure facilities.

Overall graduates can expect to earn slightly more over a lifetime but this is changing and apprentices in the professional services earn the same if not more than graduates in lifetime earnings.

Course costs - Tuition fee loan

Tuition fees are up to £9,250 per year but remember that you do not have to pay anything up front and that everyone is entitled to a student loan to cover their fees and a maintenance loan to cover living costs.

You could think about the loan as an investment in your future, less a debt and more a graduate tax, a good investment for an excellent career.

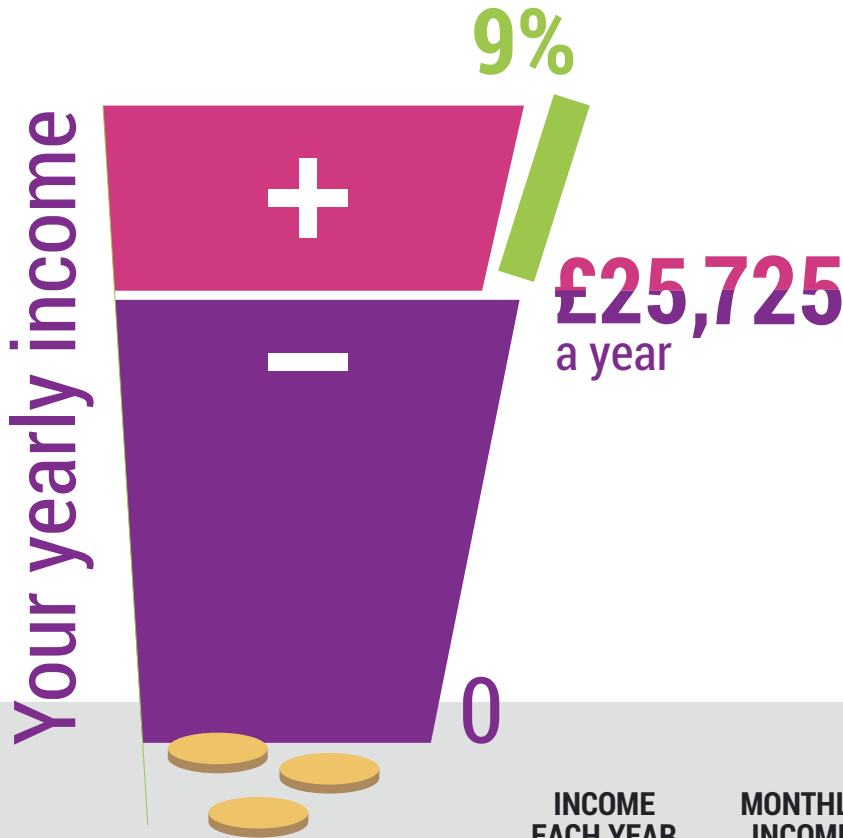
You will not have to repay your loan until you are earning in excess of £25,725 and the amount you pay is based on a percentage of what you earn NOT what you owe. In reality the repayments are small and look like the example opposite.

If your earnings stop, your repayments stop and if you have not repaid the full amount after 30 years, the debt will be cancelled.

Interest is charged immediately from the day your first payment is made to you or your university or college, until your loan is repaid or or cancelled, but won't affect how much you repay each month.

You only pay 9% of money earned over £25,725.

For example, if you earn £26,000 you only pay 9% of £1,000 = £7.50 per month.



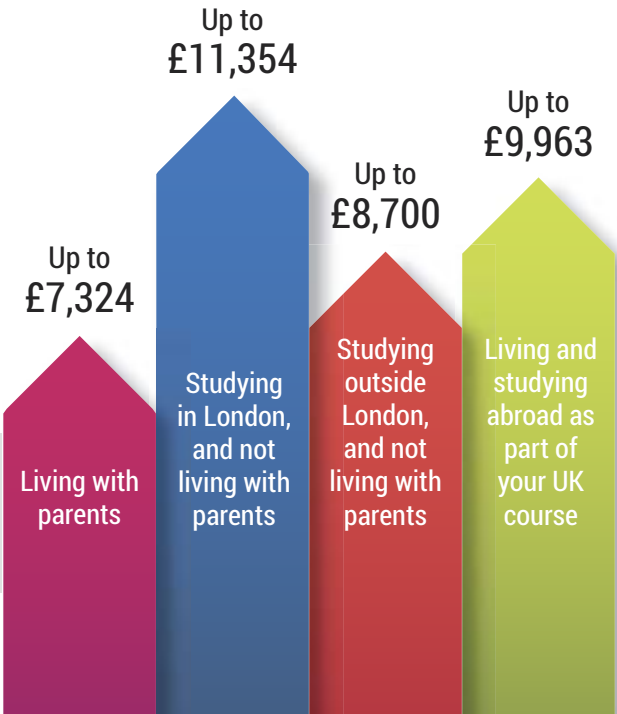
Examples of possible repayments, based on the expected UK threshold of £25,725 a year.

INCOME EACH YEAR BEFORE TAX	MONTHLY INCOME BEFORE TAX	APPROXIMATE MONTHLY REPAYMENT
£25,725	£2,144	£0
£27,000	£2,250	£9.50
£30,000	£2,500	£32
£35,000	£2,917	£70

Living costs - Maintenance loan

You can apply for a maintenance loan based on your family income to help rent, food, books and other expenses. This can go towards your living costs and will be paid back along with your tuition fees after you finish university.

Maximum Maintenance Loan
for the 2018/19 academic year

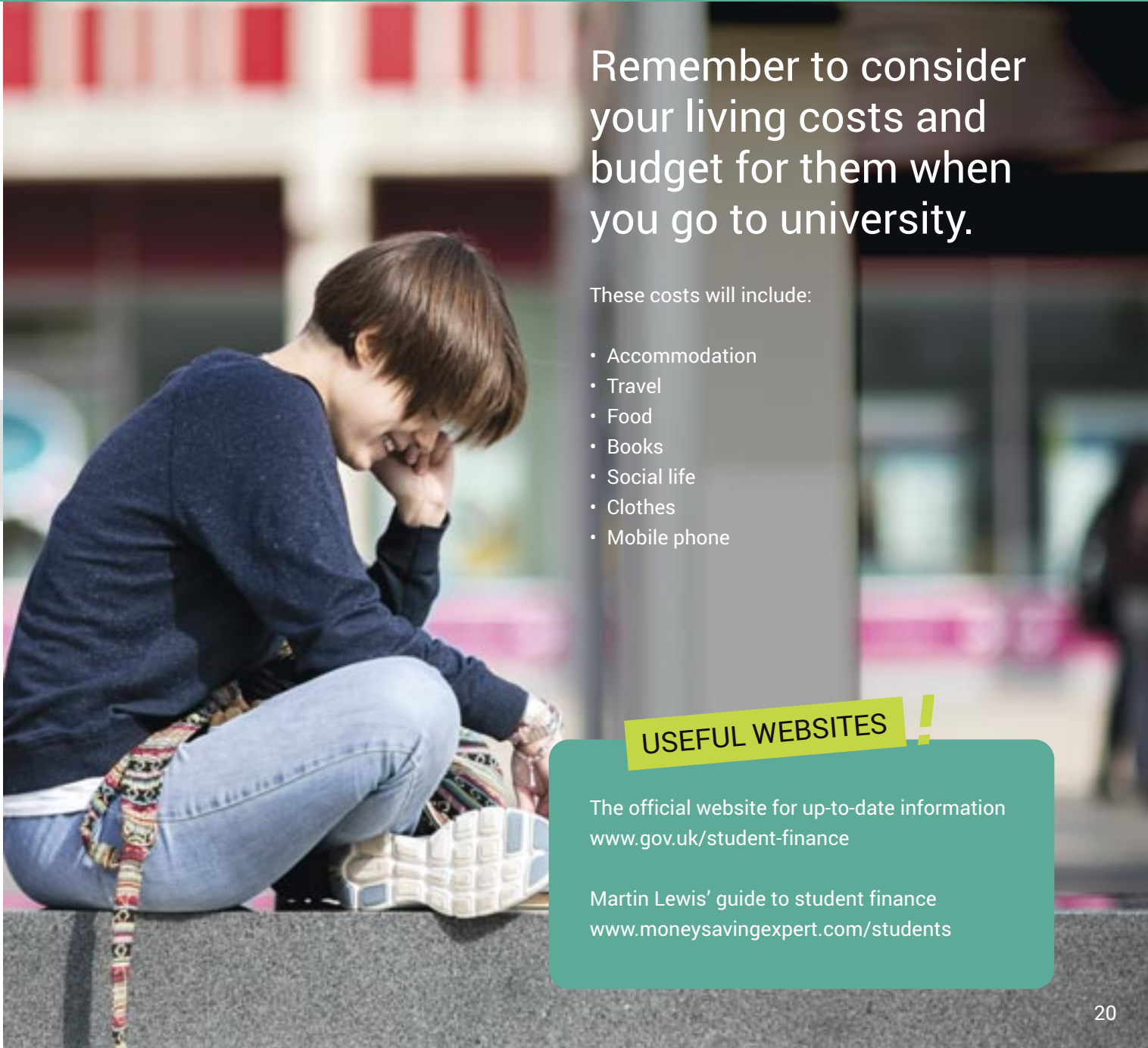


TOP TIPS !

There are other pots of money that are available to those who fulfil the criteria. These include:

- **University bursaries and scholarships.** These may be given as cash or equipment and you do not have to pay them back. They can be given to students based on household income, academic or sporting ability.
- **You might be offered a bursary in the form of a tuition fee waiver, but before you choose this option remember the amount you repay is based on what you earn, not the amount you owe.**
- **Childcare grant**
- **Disabled Students Allowance**
- **NHS bursary**
- **Finance for Care Leavers (standalone.org.uk)**

You can also help support yourself with part time jobs and paid internships.



Remember to consider your living costs and budget for them when you go to university.

These costs will include:

- Accommodation
- Travel
- Food
- Books
- Social life
- Clothes
- Mobile phone

USEFUL WEBSITES !

The official website for up-to-date information
www.gov.uk/student-finance

Martin Lewis' guide to student finance
www.moneysavingexpert.com/students

An apprenticeship is not an easy option.

If you are selected, you will be starting a challenging job and trying to make your way in the workplace whilst studying for a degree.

You are going to have to balance your work commitments and academic study, without the long holidays that a university student will get.

Competition for apprenticeships is tough and the decision making process is led by the employers. They will choose who they would like to employ and the process might include several interviews and perhaps a task to show your ability. Some of the larger national employers use assessment centres and video interviews to help them in the recruitment process.

TOP TIPS !

Things to think about before you apply:

- Are you sure of the career area and job role you want to go into?
- Will you be able to balance academic study and work commitments?
- Will you be able to afford to live on the salary offered?

Once you have decided on uni...

you will need to decide which universities to apply to and which specific degree subject to study.

For most subject areas there are a number of different degree courses and pathways – investigate them. There will be one to suit your particular interest.

There are over 50,000 degree courses available at just under 400 institutions across the UK, offering a huge choice of subjects and learning and assessment methods. So take time to look around!

TOP TIPS !

Things to help you when making your choices:

- Attend as many university open days as possible to get a feel of what is on offer
- Take time on UCAS, university rankings and other online resources
- Investigate different courses and institutions and look at the details
- Think about the location and travel costs

The entry requirement for each degree apprenticeship varies from programme to programme.

Not all employers are looking for A levels or Level 3 BTECs, sometimes other qualifications or lower-level apprenticeships will be considered. Some even put more focus on your work experience than academic grades.

Some employers are revising their entry requirements focusing on learners' potential rather than prior achievement and others are guaranteeing interviews for applicants from particular schools, colleges and postcodes to widen participation.



Universities and colleges set their own entry requirements for higher education courses.

These vary depending on the subject and the specific course. The entry requirements will ensure that you have the right skills and knowledge to successfully complete the course.

Universities usually ask for:

- 5 GCSEs at grades A*-C or grade 4 and above including English and maths. Some universities might ask for grade 5 and above.
- A Levels, BTECs, Access courses or International Baccalaureate in related subjects and often specific grades in specific subjects
- Some universities give their entry requirements in UCAS tariff points so you can easily compare qualifications, rather than a subject and grade. Some courses will require a successful interview, portfolio, audition or work experience.

15

HOW TO APPLY FOR A DEGREE APPRENTICESHIP

All degree apprenticeships with an employer will be advertised on the National Apprenticeship Services' 'Find an Apprenticeship' website, you can also find apprenticeship vacancies on both The Student Room and UCAS websites.

Applications are made when positions become available and therefore you should regard this as a 'job search' with opportunities being advertised on a range of platforms. The government produces a list of national companies that recruit apprentices. Check the link below to express an interest or apply.

www.gov.uk/government/publications/higher-and-degree-apprenticeship-vacancies

Websites dedicated to specific career areas often advertise apprenticeships as well so it is worth spending some time researching.

USEFUL WEBSITES

www.findapprenticeship.service.gov.uk/apprenticeshipsearch
www.ucas.com/jobs/apprenticeship/#browsing
www.thestudentroom.co.uk
www.studentapprenticeships.co.uk
www.notgoingtouni.co.uk/sponsored-degrees
www.allaboutapprenticeships.co.uk

- Look at the apprenticeships being advertised in the subject/sector you are interested in on a regular basis. This will give you an idea of the opportunities available that would suit you.
- If you are interested in working for a particular employer, take a look at their website.
- Check how long it is between the vacancy being advertised, application deadline and apprenticeship start date. This will establish how long you will have to prepare and how quickly you need to apply.
- Where is the vacancy? What about travel?
- How much is the salary? Have you considered what costs you will need to cover?
- Does the role sound interesting and would you want to work for that company for at least three years?

If you would like to be notified when a new degree apprenticeship vacancy is uploaded to the 'Find an Apprenticeship' website it is worth registering for alerts at gov.uk/apply-apprenticeship.

TOP TIP !

If you are considering university and degree apprenticeships, it is a good idea to apply to both.

Some degree apprenticeships have the same application deadline as universities (January 15th) so you could apply for both to keep your options open.



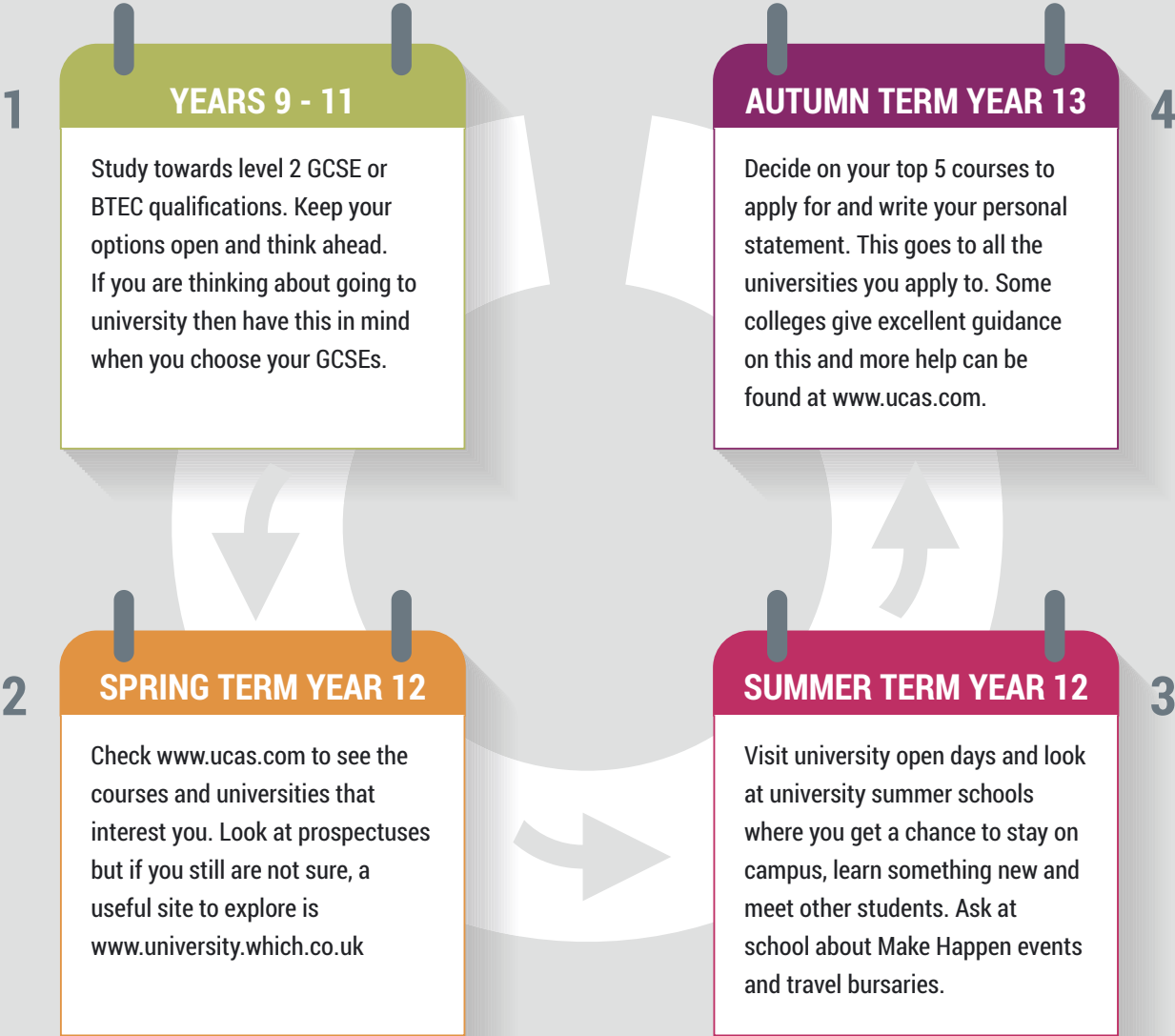
It may seem daunting, but the process of applying to university is quite straightforward once you have made the decision to go.

The application process is made easy by UCAS, the Universities and Colleges Admissions Service. You can search for universities and courses on its website - www.ucas.com - and it also provides plenty of advice to help you make your decisions.

- Look at the courses on offer, the grades required and the location of the various universities offering the subject you are interested in. Check them out on student satisfaction league tables.
- Visit the university on open days and talk to anyone you can find who studies there.
- Investigate the bursaries and scholarships available (not all universities offer these).
- Consider whether you would prefer a city or campus university, they offer a different experience.

You will need to think about applying in your first year of college. Colleges help with university applications but expect students to be pro-active in choosing courses and universities, making their UCAS application and writing their personal statements.

Your calendar



Once you have chosen the universities and courses you would like to apply to simply complete the UCAS application form. Most schools and colleges will help with the application and send the forms for you – Make a note of the college internal deadline for applications to be completed by. The final UCAS deadline is January 15th.

Once you have logged into UCAS you can track your applications progress to and beyond the offer process.

Students will apply for student finance and make arrangements for halls of residence (accommodation for the first year) in early summer.

TOP TIP !

If you are unsure whether to apply or not, it is worth making an application so that you have that option. If you do it while you have the support of careers and college staff it will help you. You can always defer any offer you receive and perhaps take a gap year.

USEFUL WEBSITES !

www.ucas.com
www.university.which.co.uk

Writing your personal statement is a vital part of the university application.

This is different to one you might use to apply for a job or a higher or degree apprenticeship. Academic qualifications are important but the prospective tutors and lecturers want to see that you are determined, motivated and knowledgeable about your subject. UCAS limits this to up to 4,000 characters; that’s about 600 words in which to put yourself across in the best possible way. A good personal statement can tip the balance in your favour, so spend time on it and get as much help as you can from friends, parents or carers and your teachers.

RESEARCH: *'Research your chosen course, the areas you will be studying and the types of student they are looking for. If they want to see potential students with practical experience then emphasise any real-life projects and experience you have.*

BE SPECIFIC: *Don't just say that you like your subject or an activity related to it – be specific. Show why you are interested in the subject you are applying for and that you can talk knowledgeably about an area that you are passionate about. Draw on the work you did earlier on "My Skills and Experience" and "My Inspiration" to show you are rounded and motivated.*

BE HONEST: *Don't include anything that you wouldn't be confident to talk about if you were invited to interview. No lies or exaggerations!*

Keep within character limit and check spelling and grammar. It helps to get other people to read through; they may remind you of achievements you have forgotten to mention.

TOP TIPS !

Work on key areas of your personal statement using the page opposite. Jot down ideas, examples and experiences that might be relevant. Only one statement is allowed so don't mention a uni or college by name. Think about:

- Why you're interested in the subject
- Your enthusiasm for the subject
- How your previous studies related to the course(s)
- Relevant aspects of jobs, placements, work experience or volunteering
- Activities and hobbies that show your interest in the subject
- Any training or achievements that show your skills

Show that you are a great candidate and that you have the skills and qualities they are looking for.



My Personal Statement

Lined area for writing the personal statement.

Your personal statement can make the difference in job applications.

In most cases your application will be made via the employer's website or by sending in your CV with a covering letter. In either case your personal statement should be brief and focused. Try to put across who you are, why you are interested in the particular company and specific apprenticeship and your career aspirations.

TOP TIPS

If you are struggling with your personal statement, try and answer this question: How will you benefit the company during your apprenticeship?

A strong statement and covering letter takes time to develop. Be sure that you evidence what you include in your statement.

Research the company that you apply to so that you can demonstrate your interest in them.

Remember to adapt your CV, letter and personal statement each time you apply, to reflect the job role and the person specification.

Make sure your voice mail message and email account look and sound professional - check both regularly.

Work on key areas of your personal statement using the page opposite. Jot down ideas, examples and experiences that might be relevant. Think about:

- Why you're interested in the subject
- Your enthusiasm for the subject
- How your previous studies related to the course(s)
- Relevant aspects of jobs, placements, work experience or volunteering
- Activities and hobbies that show your interest in the subject
- Any training or achievements that show your skills

Show that you are a great candidate and that you have the skills and qualities they are looking for.



My Personal Statement

Depending on your circumstances you can either live at home or in rented accommodation near to your work place.

You will need to consider rent and basic living costs if you are thinking about moving away to work and study.

You may find that there are other apprentices also moving away from home for the first time and you could rent with a group of other degree apprentices. Employers will often help you with this as they are aware that you might be living independently for the first time without the community of on-campus living.



Most universities offer their first year students accommodation and there are choices available in 'Halls'.

Most offer single rooms, you can choose to have either shared or en-suite bathroom facilities, but having a private toilet and shower will cost extra. Kitchens are usually shared areas which will mean shared cooking (and the bonus of shared shopping costs) and usually have a good community vibe to them. Bear in mind that you will need to share the cleaning duties too!

When deciding on accommodation at university, you should consider:

- The cost
- How far it is from the campus where lectures will be
- Whether you mind sharing a bathroom
- Any extra facilities it may offer

Most universities offer accommodation with access for students who have mobility issues – contact the university direct and they will advise you.

TOP TIP !

If you choose halls it is worth seeing if the university offers a 'care package' for when you arrive, including things like bedding and towels and kitchen utensils – otherwise you will need to bring everything with you.





There is life after school - but not as you know it!

When you start this new phase of your life whether as a full-time student or a higher or degree apprentice you will be making new friends and starting a new way of life.

Don't worry, you will quickly make friends through the induction programmes, lectures and seminars or in your workplace (where people have similar interests). Of course, sports and other recreational clubs also have social life attached to them.

ESSENTIAL SKILLS !

University and Apprenticeship programmes

You will be responsible for

- **YOUR OWN TIME.** You'll need to develop time management skills, as being punctual and organised is one of the things new students and apprentices struggle with the most.
- **YOUR OWN STUDY.** You need to be motivated to study the books on the reading list, do the research and get essays in on time. This is especially important for apprenticeships when you'll often be expected to fit in your study around work commitments'
- **MANAGING YOUR OWN MONEY.** Work out a weekly or monthly budget and stick to it! Check out different student bank accounts as some offer benefits like a free railcard or overdrafts.

Find out more on university websites

Living away from home

You will need to consider

- **FOOD SHOPPING.** Organise yourself and plan meals in advance – check out the location of budget supermarkets, it may be cheaper than shopping locally or on campus. If sharing kitchens perhaps consider setting up a 'kitty' for essentials where everyone pays the same amount.
- **LEARNING TO COOK.** Before you go learn the basics for a few healthy recipes – pasta and rice dishes are a good start. Remember the 5-a-day rule for fruit and veg stills applies!
- **WASHING CLOTHES.** Lots of universities have on-campus launderettes with instructions but it is worth learning the ropes before you leave home.
- **REGISTERING WITH A GP.** There is usually a health centre attached to the uni with doctors experienced in student health.

The world of work is changing

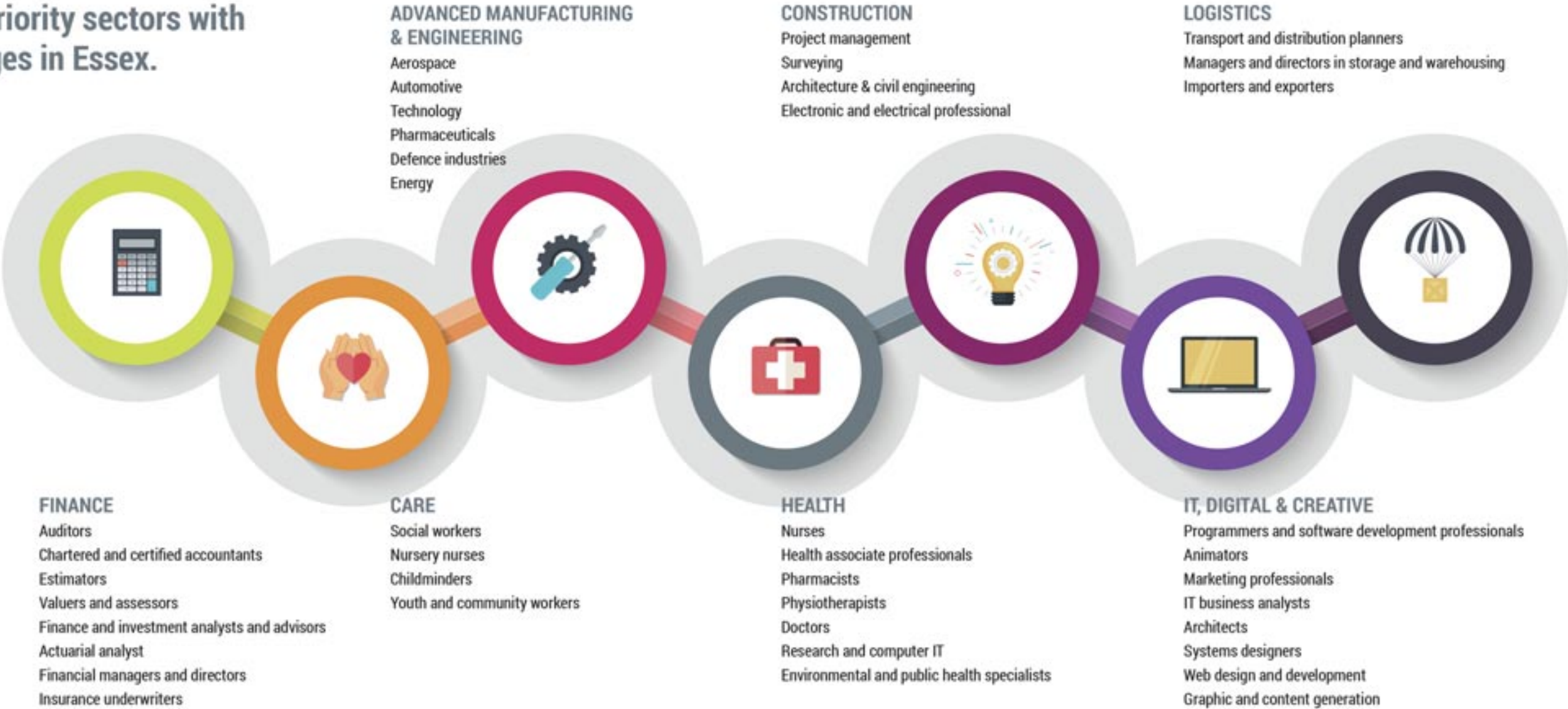
Technology is having a huge impact not only on the way we work but the kinds of jobs we do. It used to be that workers often stayed in the same job or with the same employer throughout their career but the labour market has changed. People starting their careers today are likely to have several different jobs over their career and technology is likely to be a part of whatever work they do.

SKILLS SHORTAGES !

The UK is struggling to fill vacancies for engineers, nurses, developers, teachers and chefs amongst other skilled jobs. The Essex Skills Board have announced skills shortages which alongside major developments in our area will impact on skills demand beyond 2036.

There are 7 priority sectors with skills shortages in Essex. Each sector includes local employers large and small with a wide range of jobs requiring higher education qualifications. See the next pages for details.

There are 7 priority sectors with skills shortages in Essex.



Each sector includes local employers large and small with a wide range of jobs requiring higher education qualifications.



HEALTH
Aspen Healthcare
BMI Healthcare
BUPA, Care UK
National Health Service (NHS)
Ramsey Health Care
Spire Healthcare



CONSTRUCTION
Anderson Group
Brennan Group
Cadman Group
Countryside Properties
EJ Taylor and Sons
Higgins Construction
Hutton Construction Ltd
Keepmoat
Kier Group plc
Ringway Jacobs



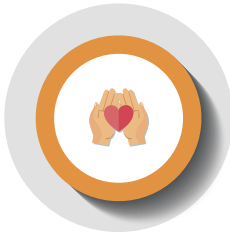
IT, DIGITAL & CREATIVE
Adphonic
BT
Coast Digital
Eurobase System
Kat Marketing
Mercury Theatre
Objective IT
Royal Opera House Thurrock
Storm Creative Media
Yellowspring



LOGISTICS
DP World
DSV
Harwich International Port Ltd
London Container Services
Manchester Airport Group
Port of Tilbury
Stobart Air
Uniserve
Velta
Woodland Logistics



FINANCE
Alpine Insurance
BNY MELLON
Cofunds
First Data
IFDS
IMS International
Lloyds Bank
MARSH
MS AMLIN
QBE

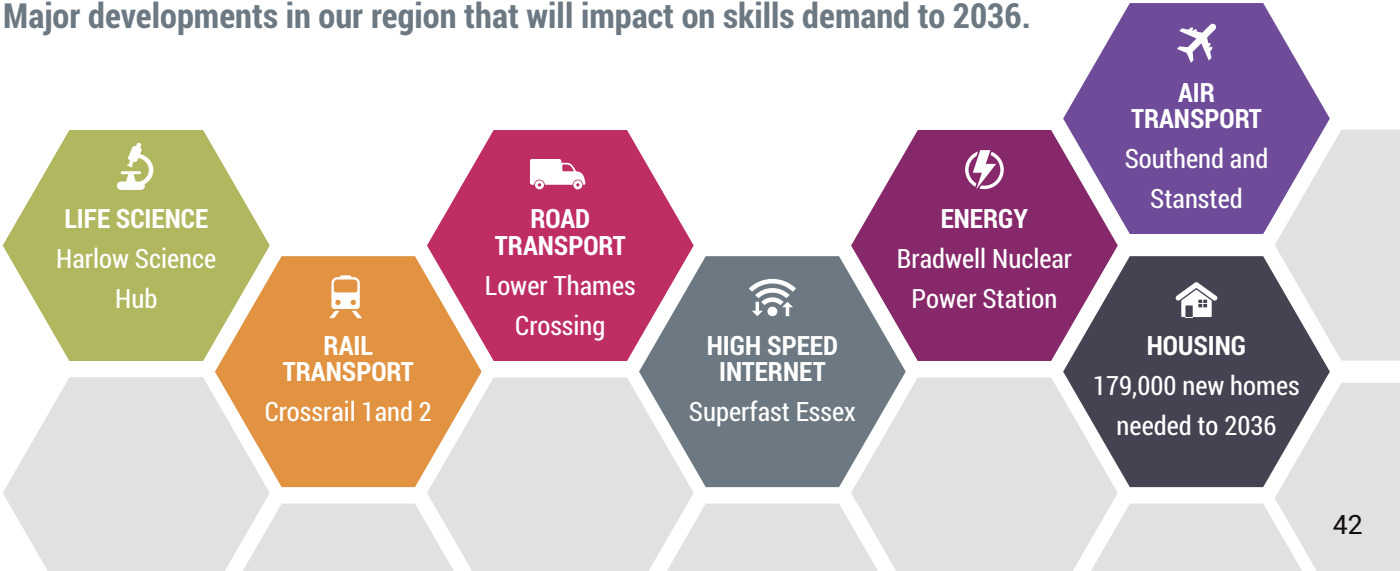


CARE
Aldanat Care
Bluebird Care
Care UK Health & Social Care
Forest Home Care Ltd
Interserve Healthcare
National Health Service (NHS)
Runwood Homes Ltd.



ADVANCED MANUFACTURING & ENGINEERING
BAE Systems
Ford Motor Company Ltd
Gardner Aerospace
Ipeco
Olympus Keymed
Teledyne e2v
Truck-Lite
Visteon Engineering Services

Major developments in our region that will impact on skills demand to 2036.





University of Essex, Wivenhoe Park, Colchester CO4 3SQ

01206 872002

makehappen@essex.ac.uk

www.makehappen.org



MakeHappenEssex