

Careers Guidance E-Pack

for schools and colleges



**National
Careers
Service**

Helping you take
the next step

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Appendices (supplied as separate PDFs)

Appendix 1: Labour market information by region

Appendix 2: E-Pack poster

Using the E-Pack

Welcome to the National Careers Service E-Pack of careers resources. The resources within this pack have been designed based upon valuable feedback from teachers, careers advisers/coordinators and a range of other careers professionals.

This pack has been designed in line with the Gatsby Benchmarks (www.gatsby.org.uk/education/focus-areas/good-career-guidance) for effective careers education for students in Year 8 and above. The pack is a comprehensive tool designed to complement your existing careers provision and assist with the delivery of impartial careers information, advice and guidance, in line with the Government's statutory guidance.

This pack will hopefully help your school, college/sixth form work towards an outstanding level of careers education. We aim to support students throughout their career journey and provide teachers and careers professionals with time saving tools and lesson activities.

The contents of this pack has been created by National Careers Service's Education and Awareness Team who are always keen to hear you thoughts and feedback. You can reach the team on nationalcareersservice@serco.com

E-Pack Contents

Resource	Information	Gatsby Benchmark	Age Group and Reading Age
Apprenticeships and Traineeships	Key apprenticeship and traineeship information with a fun info wheel activity	Fulfil benchmarks 1 and 3	For ages 13–18 Reading age = 60 (13–15 years)
Career Pioneer	Starts with a personality test, self-awareness activity, careers values activity and an action plan	Fulfil benchmarks 1,3 and 4	For ages 13–18 Reading age = 60.3 (13–15 years)
Digital Workshop	Be part of our free student workshops with an activity to support	Fulfil benchmarks 1,3 and 8	For ages 13+ Reading age = N/A
Employability	Key resources to support employability lessons. CV templates, covering letters and interviews	Fulfil benchmark 1	For ages 13+ Reading age = 60+ (13–15 years)
Life Skills	Preparing students for working life. Activities on reading payslips, budgeting, decision making and teamwork	Fulfil benchmarks 1 and 3	For ages 14/15+ Reading age = 74 (13–15 years)
PSHE Lesson	Ongoing activity to be done at school and home, encouraging contact with the service, writing their first CV and seeking school support	Fulfil benchmarks 1,3 and 4	For ages 13+ Reading age = 60 (13–15 years)
What Makes A Good...	An activity designed to help students start to think about what careers require different skills. Tested with younger students and SEN	Fulfil benchmarks 1 and 2	For ages 13–15 Reading age = 74.4 (13–15 years)
LMI Poster	12 Regional Posters showing regions' current and future employment prospects	N/A	For ages 13+ Reading age = N/A
Additional Resources	Case study, PowerPoint session and parent support	N/A	N/A



A tailored service for you...

If you need ideas or support on how you can embed the E-Pack into your current careers curriculum, or need some general support with ensuring you are meeting your statutory guidance duties, please fill out the form here and send it back to nationalcareersservice@serco.com. One of our Education and Awareness Coordinators will be in touch.

Can you summarise your current careers provision

Can you summarise the help you are looking for from National Careers Service

Please provide any additional information below that you feel we need to know.
(E.g. ages of the students you support, Special Educational Needs support)

Useful tips

You can edit this document in PDF format by adding text and saving a copy.
Or you can print this document, fill out the form, scan it and send it through to us via email.

Case study

What are you saying about National Careers Service?



Mark Fox is responsible for providing careers, education and employment advice to secondary school students at the Northumberland Church of England Academy in the North East of England. The students range from 13 to 18 years of age.

Mark Fox

Careers Adviser
Northumberland Church
of England Academy

“ We have found the National Careers Service resource pack to be an extremely versatile toolkit to support our learners. Most learners are well aware of the service and make use of the website, in particular the job profiles. All young people learn in different ways and the variety of resources on offer means we are able to send clear messages about career planning to the majority of our students. There are a number of ways students can be made aware of the services offered by National Careers Service. All schools need is time to deliver and a person to coordinate! ”

What else have you been saying about us?

- “ I found the pack extremely useful, the lesson plans fit in well with my 15 minute career slots and many students were happy to take the resources away for their own personal development. ”
- “ I liked the pack because it was adaptable to fit in with our current resources. I found the resources intuitive and simple to use. ”
- “ The resource looks excellent. I will use it when rewriting our career programme. This is a very handy resource, and great that it's free and will complement our Ofsted criteria too. ”
- “ I found it useful particularly the Career Pioneer. Students responded to this very positively. ”
- “ I like the E-Pack very much and have found it very useful for my sixth form personal development. ”



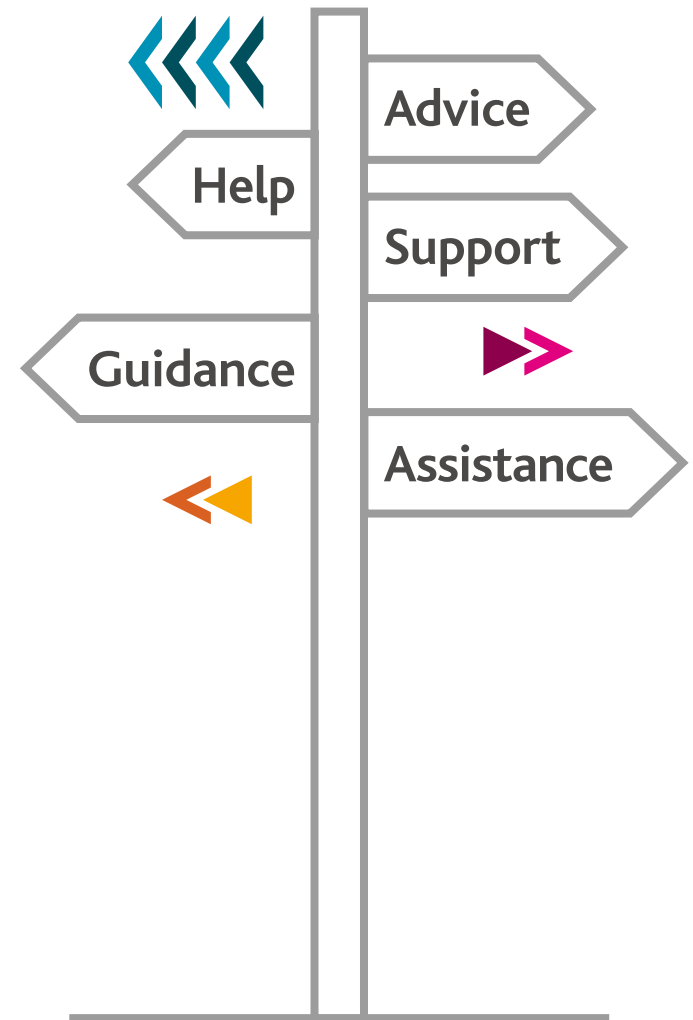
Take the right steps towards a better future

Your introduction to the
National Careers Service

0800 100 900
nationalcareersservice.direct.gov.uk

@NationalCareers
#AskNationalCareers

- National Careers Service provides information, advice and guidance across England to help you make decisions on learning, training and work opportunities.
- We know that everyone has the ability and potential to develop and grow in their lives and careers. We also understand that sometimes things get in the way and can hold you back.
- Whatever your situation, whatever your barriers, we're here to help you overcome them and reach your potential.



National Careers Service key points:

- **Confidential** – National Careers Service will not share your information with anyone else and any information you provide is covered by the Data Protection Act (1998).
- **Impartial** – we are independent from any schools, colleges, sixth forms, training providers and employers. Our advisers will listen to your situation to help you make a decision based on what is right for you.
- **Expert** – the National Careers Service advisers are trained to a high standard in areas affecting young people. We can offer in-depth information and advice to help you progress with your next steps and feel confident moving forward.

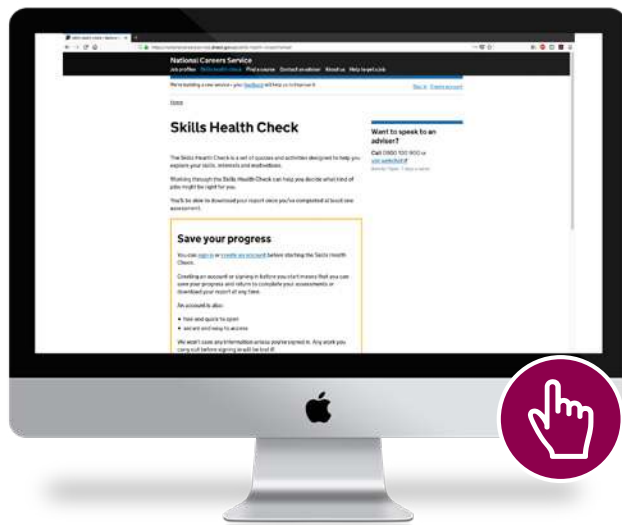


Frequently asked questions

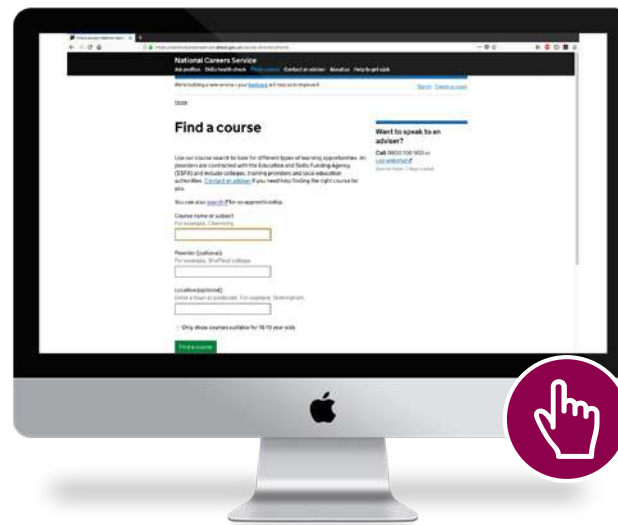
- ? How can I gain work experience for the future?
- ? What GCSE options should I take in Year 9?
- ? What is UCAS?
- ? What are my options after Year 11?
- ? Can I get a part time job while I am studying?
- ? Can you help me write my CV?
- ? Do you have any tips to help me revise?
- ? What is the right career path for me?
- ? How do I start looking for apprenticeship opportunities?

Career tools...

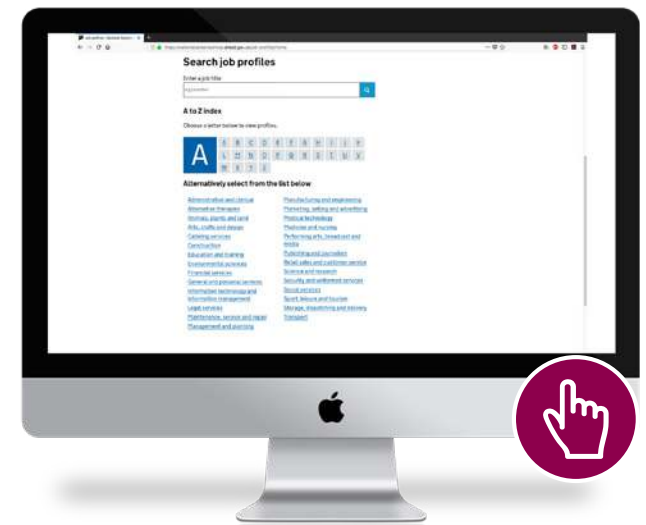
■ Skills health check



■ Find a course



■ Job profiles



0800 100 900
nationalcareersservice.direct.gov.uk

@NationalCareers
#AskNationalCareers

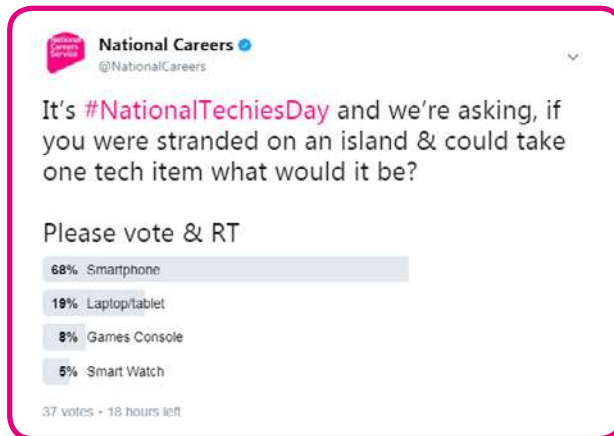
Facebook

- Join our weekly QandA sessions!
- Send messages directly for advice
- Get inspired and make positive decisions about your future



Twitter

- Vote in our daily polls!
- Join our weekly QandA sessions!



Find us on...



@NationalCareersService



@NationalCareers

Website: job profiles



What will I do?

- Overall role
- Duties and responsibilities
- Day-to-day



How much will I get paid?

- Starting wage
- National averages
- Promotion possibilities and wage increases



What do I need to get in?

- Qualifications
- Skills
- Eligibility



Who will I work for?

- Businesses
- Self-employment
- Charities



Want to know more?

- Visit our website or contact an adviser for free

Contact us



nationalcareersservice.direct.gov.uk



07766 413219



0800 100 900



[youtube.com/user/
RightDirectionForYou](https://youtube.com/user/RightDirectionForYou)



Chat online



@NationalCareersService



Online email form



@NationalCareers

- To speak to a professional careers adviser, search '**National Careers Service**' online.
- Advisers are available 8am to 10pm, 7 days a week.

