

What Work Leicestershire

2016/17

Information and guidance
for young people aged 13-19



National
Careers
Service™

lep
Leicester & Leicestershire
Enterprise Partnership

THE CAREERS &
ENTERPRISE
COMPANY

Useful websites

Job or training vacancies

National Apprenticeship Service

www.gov.uk/apply-apprenticeship

Universal Jobmatch

www.gov.uk/jobsearch

Leicester Apprenticeship Hub

www.leicester.gov.uk/apprenticeshiphub

Leicester Mercury Jobs

www.leicestermercury.co.uk

Not Going to Uni

www.notgoingtouni.co.uk

Indeed

www.indeed.co.uk

Searching for employers or recruitment agencies

Recruitment and Employment Federation

www.rec.co.uk

Yell

www.yell.co.uk

Researching the job market

Leicester City Council

www.leicester.gov.uk/your-council/our-jobs-and-careers/opportunities-for-young-people/

Unistats

<http://unistats.direct.gov.uk>

What Do Graduates Do?

<http://bit.ly/1GRANym>

Understanding your skills

National Careers Service

<https://nationalcareersservice.direct.gov.uk>
or search online for 'National Careers Service'

The Skills Show

www.theskillsshow.com

iCould

www.icould.com (Buzz Quiz)

Plotr

www.plotr.co.uk/game/

Jobs and careers information

National Careers Service

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

or search online for 'National Careers Service'

Aged 16 to 19 and need support to move into education, employment or training?

Contact Connexions (city) or Prospects (county)

www.leicester.gov.uk/connexions 0116 454 1770

@ProspectsLeics 01509 214002 or 01455 632719

Careersbox

www.careersbox.co.uk

Prospects

www.prospects.ac.uk

I Can Be A

www.icanbea.org.uk

Your rights in work and training

Gov.UK

www.gov.uk

Advice on starting work and job hunting

National Careers Service

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

or search online for 'National Careers Service'

Gov.UK

www.gov.uk

Not Going to Uni

www.notgoingtouni.co.uk

Icould

www.icould.com

Volunteering and work experience

Do-it

www.do-it.org

Leicester Education Business Company

www.leics-ebc.org.uk

Prince's Trust

www.princes-trust.org.uk

Leicestershire County Council

www.getsetleics.co.uk

Introduction

Leicester and Leicestershire is a thriving and diverse area, with a population of approximately 1 million and an economy worth £22 billion.

With great national and global connections, the area offers a mix of many strong industries for career opportunities that welcome young people. Key sectors include advanced manufacturing and engineering, professional services, business and finance, health and care, low carbon, food and drink manufacturing, creative industries, textiles and logistics. The city and county also offer fantastic retail, tourism and hospitality career opportunities, with a lively, cosmopolitan city and attractive surrounding county market towns.

Many businesses are choosing to have a base here, such as IBM, Amazon and Hastings Direct. In addition there are many well-known names that have been established here for many years, such as Next, 3M, Caterpillar, Triumph, Dunlem, Santander and Samworth Brothers.

Young people can choose to progress their learning and careers post 16 from a range of options, such as A levels and other courses, or choose from the wide range of apprenticeships that are available locally, that give them the opportunity to 'earn while they learn'. With almost 480,000 jobs in the area and 38,000 registered businesses, Leicester and Leicestershire offers many exciting opportunities for the future; read on and find out more!

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The world of work – the future is now!

The world of work is continually changing and you may wonder what future employment opportunities will look like. Looking at future trends and the different ways in which we work can help you to plan your future career.

What is the 'labour market'?

When people talk about the 'labour market' they usually mean the jobs that people do and the 'world of work'. Labour market information can tell you the number of people in certain types of jobs, whether they work full-time or part-time, how many people are unemployed and what is likely to happen locally, nationally and even internationally over the next few years. The next few pages look at how changes in the labour market could affect your future career decisions.



Work facts for the 21st century

Lots of new jobs are going to be created over the next 15 years. Some of these will be jobs we're familiar with but many will be new to us. How much do you know about the jobs listed below? They are all out there right now!

Over 40% of all jobs in 2020 will require graduate level qualifications (level 6 and above).¹

user experience architect

app designer

sustainability consultant

reputation manager

social media strategist

e-commerce merchandiser

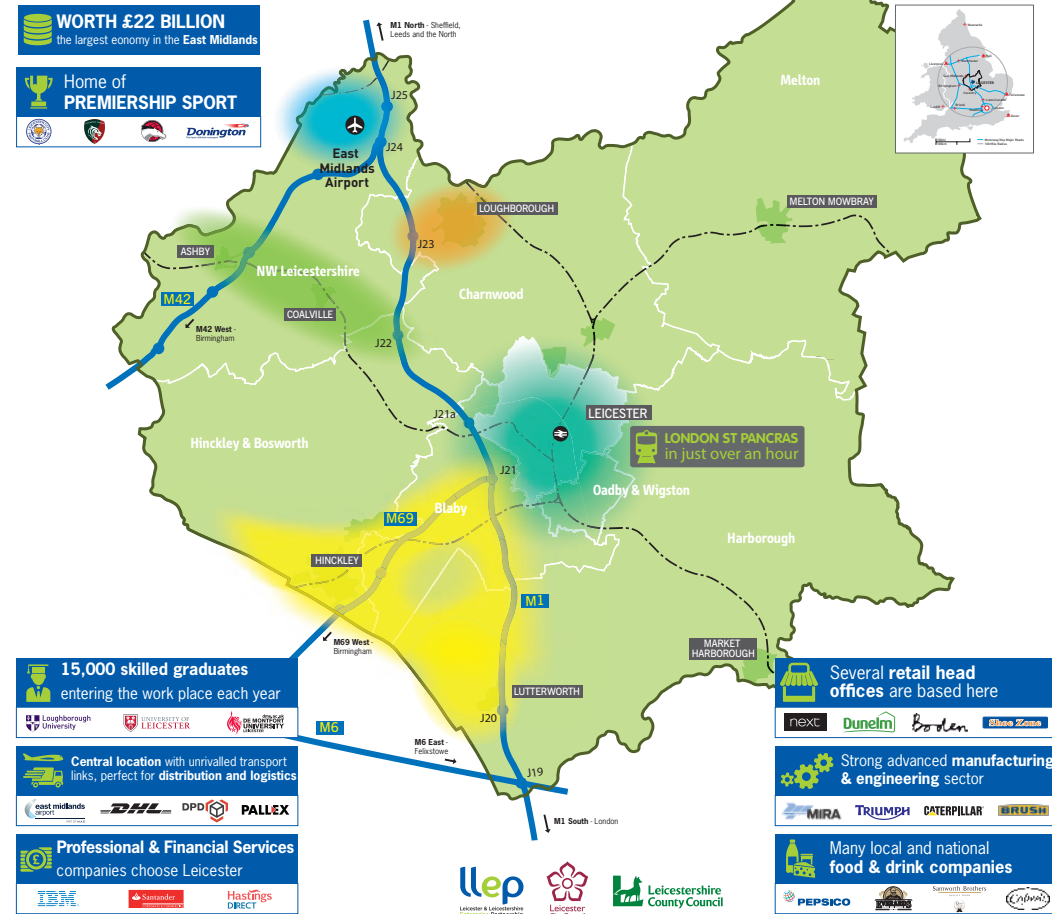
The majority of jobs available now and in future require at least level 2 and level 3 qualifications* but over 40% of UK jobs in 2020 will be for graduates. Why? Because the world is changing fast and the UK needs to compete with the rest of world in areas such as engineering, research, creativity, science, technology and innovation.

What does this mean to me?

It means that the more qualifications you have, the more jobs you can apply for. Most employers want someone who has at least five good GCSEs including English and maths, and often science too. If you have these and some experience of work (a Saturday job or volunteering for example) then you're more likely to succeed.

Leicester and Leicestershire

A great place to start and develop your career!



Growth Areas and Transformation Priorities

The colours on the map show key locations where high numbers of jobs and opportunities are expected due to investment and regeneration projects.

- Leicester Urban Area (Waterside project, city regeneration areas)
- East Midlands Enterprise Gateway
- Coalville Growth Corridor
- Loughborough (Loughborough University Science and Enterprise Park)
- South West Leicestershire (MIRA Technology Park Enterprise Zone)

There are some fantastic businesses across the city and county, both large and small, where you can start and develop your career; have a look and research what is around you.

* See page 18 1 DCSF The World is Changing

What is changing?	How can it affect jobs?	Think about it!	Which job areas will be important?
New technology is being developed all the time.	New technology is the main reason for old jobs disappearing.	Self-service machines. Robots on production lines. Greater demand for people with IT, electrical and engineering skills to fix them and develop new ones.	Electronics Design engineering Creative and media ICT and big data Aerospace Cyber security
People are living longer.	People will need more health care and social care.	More care, health and social workers needed to look after them. Demand for more drugs research.	Health care Social care Bioscience Pharmacology Leisure
The skills of people around the world are improving.	There is more competition from the rest of the world.	China and Japan both have more than twice as many graduates as the UK!. There are some really competitive apprenticeship programmes in Germany.	Education Science Engineering Creative and media (including gaming) Manufacturing ICT Finance
We must take more care of the environment.	More research into saving energy and developing greener technologies.	If we all start driving electric cars we'll need skilled mechanics to maintain them.	Engineering including motor vehicle Chemical processing Recycling Agriculture Energy and utilities Innovation
People are thinking carefully how they spend their money, especially on their wellbeing.	Demand for services such as catering, fitness, health spas and gaming.	Some farms are turning to tourism on top of farming. More overseas visitors. More hotels offering spa facilities.	Health and beauty Sport and leisure Hospitality and tourism Creative and media Sales and marketing

What is STEM?

STEM stands for science, technology, engineering and maths. Employers value the skills you develop in STEM subjects and careers. **Why?** Because there are going to be more skilled jobs available in these areas in the future and young people like you will be needed to do those jobs.

What kind of jobs exactly?

Some really exciting ones! Just think, **you** could be responsible for:

- ◆ Inventing a new means of low carbon transport
- ◆ Creating the biggest selling videogame of all time
- ◆ Curing an illness or disease
- ◆ Building the tallest tower in the world

Different ways of working

The ways in which we work are changing too. Here are some of the different ways in which we might work today and in the future.

Flexi-time working – not working to set hours every day such as 9-5.

Temporary or fixed-term contracts – employers take more people on in agriculture, retail, hospitality or manufacturing, at busier times.

Zero or low hours contracts – sometimes employers need flexibility from employees. A zero hours contract might mean you don't know how many hours you will work from week to week.

Freelance and consultancy work – specialists are brought in to a business only when they're needed.

Shift work – people who work in factories, hospitals or hotels often work shifts as they're needed through the night or early in the morning.

Part-time work – some people choose to only work part of a week, for example, if they're also studying, but some jobs aren't available as full-time posts.

Teleworking – new technologies mean you don't have to go to your workplace to do your work – you can work from practically anywhere these days!

Career jumping – Fancy a change? Use the skills you've learnt in one job to change your career. As a young learner today you might have had over 10 different jobs by the time you reach the age of 38! To do this you'll need transferable skills.

Running your own business – nearly two thirds of young people like the idea of running their own business. You can work for yourself in lots of careers, for example, construction, hair and beauty, finance, hotels and catering. Or you might just have a brilliant idea you want to sell!



New technology is the main reason for jobs disappearing.



HEALTH AND SOCIAL CARE



A job in the health and social care sector can be extremely rewarding. Many roles focus on care, others are based in labs but there are also support roles in admin, security and maintenance which are essential to the day-to-day running of the service. Opportunities in Health and Social Care can be found in the public, private and voluntary sector.

What is happening?

- Health and social care is a large employment sector in the Leicester and Leicestershire area employing 51,120 people.
- The future new technologies will have a huge impact on healthcare including patient monitoring, diagnostics, robotics and bioscience. These are creating new job areas, for example in telecare, where remote monitoring and support can be given to people in their own homes.
- There are skills shortages in many areas including midwives, care assistants, social workers, orthoptists, bio-scientists and radiographers.
- The adult social care workforce must grow by 80% by 2025.
- The NHS employs more than 1.6 million people, putting it in the top five of the world's largest workforces. 1.4 million people work in the social care sector.
- Demand is growing as people are living longer with multiple and long term conditions.
- Over 350 job roles exist across Health and Care, and a growing range of apprenticeships.
- With over 100,000 health apps easily available to download, digital technologies will be at the forefront of our 21st century health and social care sector.

Skills & qualities

communication and literacy
CALM UNDER PRESSURE
customer awareness
NEGOTIATION SKILLS
ICT
team working

Useful subjects

PHYSICS
SOCIOLOGY
chemistry
ENGLISH
BIOLOGY
MATHS
psychology
SCIENCE
ICT
BUSINESS AND ADMIN
ENGLISH

What could you earn?*

Pharmacist	£41,500
Midwife	£35,700
Dental nurse	£17,500
Social worker	£32,300
Care home assistant	£15,800
Residential home manager	£30,500
Doctor	£71,100
Medical secretary	£21,400

On the web

www.nmas.ac.uk
www.stepintothenshs.nhs.uk
www.nhscareers.nhs.uk
www.skillsforcare.org.uk
www.skillsforcareanddevelopment.org.uk



Local employers

- City, County Councils and District Councils
- NHS hospitals and health centres
- Spire Leicester Hospital
- Nuffield Health Leicester
- Local care homes
- 3M Healthcare
- Prime Life
- Compass

CREATIVE INDUSTRIES

You might think that you just need a creative streak to land your dream job in this industry but many roles in the creative sector involve working with the latest technologies which are helping to drive the sector forwards. Job areas include film and TV, social media, advertising, music, crafts, computer games and animation. The sector employs around 11,690 people locally.



What is happening?

- The Cultural Quarter in the St. Georges area of Leicester is a thriving area for creative industries, artists, designers and crafts people, and home to Curve, Makers Yard and Phoenix Square.
- The top three subsectors for jobs locally are in IT software and computer services, design, advertising and marketing.
- Creative jobs are expected to grow rapidly over the next few years, with most opportunities being based in very small firms.
- Competition for jobs is fierce. The number of people working in the creative industries with a degree is very high (nearly 60%)*. Experience is beneficial and you need to stand out from the crowd.
- Many people work freelance which means less job security.
- Employers are looking for young people with combined sets of skills, such as artistic and scientific skills.
- Skills shortages include technician (especially IT and digital media), foreign languages, production fundraising, 3D designers, production managers, programmers, broadcast engineers, social media specialists, illustrators, coding skills, and data management.



Skills & qualities

creativity
problem solving
team working
communication
planning
attention to detail
enthusiasm leadership presentation skills
flexibility
creativity adaptability and innovation

Useful subjects

English
MEDIA
design
ENGLISH
BIOLOGY
MATHS
SCIENCE
PHYSICS
ENGINEERING
ICT
ART
MUSIC

What could you earn?*

IT user support technician	£28,600
Journalist	£31,300
Web designer	£29,900
Marketing associate professional	£27,400
TV, video and audio engineers	£27,150

Local employers

- Rare Ltd
- Checkland Kindleyside
- Curve
- Reel Cinemas (Loughborough)
- Jadu
- Standout Design
- Big Communications
- Phoenix
- Tetenal Ltd

On the web

www.skillset.org/careers
www.bigambition.co.uk
www.creative-choices.co.uk
www.bubble-jobs.co.uk
www.creativeleicestershire.org.uk

ENGINEERING AND ADVANCED MANUFACTURING

The area has a strong manufacturing heritage in mechanical, aerospace, automotive and machinery sectors. This deeply rooted skills base continues today and grows through the continuing presence of large, global manufacturing businesses in the area such as Caterpillar and Brush. New technology is developing all of the time, and there are a huge range of exciting and rewarding careers within the sector!

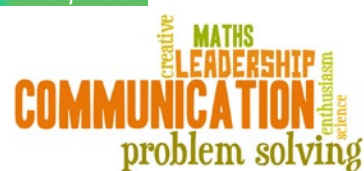
What is happening?

- This sector employs 24,230 people. In addition, non-advanced manufacturing provides 32,170 jobs locally.
- The sector includes technical consultancy, scientific research and development, product and process innovation, engineering and manufacturing.
- HORIBA MIRA based at MIRA Technology Park is a global provider of pioneering engineering, research and test services to the automotive, defence, aerospace and rail sectors.
- The Loughborough Science and Enterprise Park is developing an internationally significant centre that brings together high-tech companies from dynamic start-ups to research and design facilities of global brands, including Rolls Royce, Intelligent Energy and CENEX.
- Formula E, engineer some of the world's fastest electronic racing cars and have their UK headquarters at Donington in Leicestershire for teams such as Audi Sport, Andretti Autos and Virgin Racing!
- The three local universities offer many renowned advanced manufacturing, technology and engineering courses, even including space technology!
- There is an ongoing demand for STEM subjects and highly qualified people as products and processes become more complex. Skills gaps include electrical and mechanical engineering, aerospace experts, green technologists, IT engineering, research and design engineers.

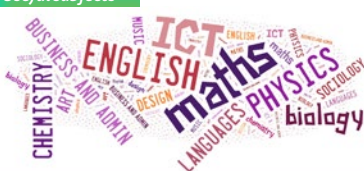
On the web

- www.futuremorph.org
- www.tomorrowsengineers.org.uk
- www.miratechnologypark.com
- www.semta.org.uk
- www.science-girl-thing.eu

Skills & qualities



Useful subjects



Local employers

- Caterpillar
- Fisher
- Triumph
- Scientific
- British Gas
- Formula E
- Horiba MIRA
- Bostik
- Benson
- Preci-Spark
- Taylor Hobson
- GE Druck
- Emerson
- Triumph

What could you earn?*

Production technician	£26,250
Biological scientist	£38,100
Mechanical engineer	£42,550
Electronics engineer	£41,450
Metal making and treating	£24,600
Motor vehicle assembler	£32,250

FOOD AND DRINK

You might not have thought about a career in food and drink but it's a large and growing sector with plenty of opportunities – especially if you have an entrepreneurial streak! From nature to plate someone needs to grow it, invent the recipe, make it, test it for quality, package and distribute it. Businesses in the area range from small 'artisan' (craftsperson) companies to large producers.



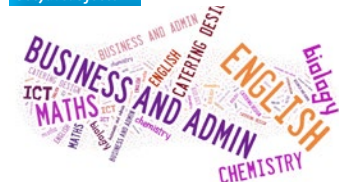
What is happening?

- The food and drink sector makes over 30 different types of products, including bakery, dairy, confectionery, chilled and frozen products. Food technology is a very important aspect of the sector.
- Nationally, the Food and Drink Manufacturing sector accounts for £76 billion. With over 7,000 businesses employing around 400,000 people, it is the largest manufacturing sector in the UK.
- Job titles include quality technician, food technologist, production planner, category manager, environmental technologist, chocolatier, pastry chef, brewer and food scientist. There are new roles for social responsibility and sustainability.
- The Food and Drink Manufacturing sector in the Leicester and Leicestershire area employs 11,290 people.
- There is a growing artisan food market, with a focus on home grown, hand-made and locally sourced goods. The Melton Mowbray area in particular has well established regular food festivals.
- There is a Leicester Food Park, providing high quality food manufacturing space with purpose-built units on a 1.5 acre site, to support new and established food businesses.
- The diversity of the local population ensures an availability of exciting food markets, flavours and products.
- This area is home to Walkers; the centre at Beaumont Leys is the largest crisp factory in the world!

Skills & qualities



Useful subjects



Local employers

- Walkers Snack Foods (PepsiCo)
- Hancocks Topco (confectionery)
- Cott Beverages
- Long Clawson Dairy
- Delifrance (UK)
- United Biscuits
- Samworth Brothers
- Pukka Pies
- Everards
- Fresh Pak
- Mars
- Chilled Foods

What could you earn?*

Baker	£17,900
Biological scientist	£38,050
Production engineer	£38,050
Quality assurance technician	£27,000
Packer	£17,100
Production operative	£17,900
Warehouse manager	£29,400

On the web

- www.tastesuccess.co.uk
- www.tastycareers.org.uk
- www.growcareers.info



* Annual Survey of Hours and Earnings 2015.

Average full-time (median) salary rounded to the nearest £100. Doesn't include self employed.

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Average full-time (median) salary rounded to the nearest £100. Doesn't include self employed.

LOW CARBON AND THE ENVIRONMENT

The focus is very much on the future when it comes the energy sector with low carbon or 'green' technology high on the agenda. The government has targets it has to meet to help reduce climate change around the world. It's not just about constructing, assembling and monitoring - engineers and technicians will be designing and testing the buildings, vehicles and mobile phones of the future!



What is happening?

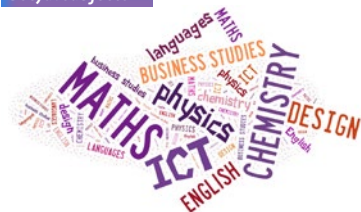
- This sector is a fast growing area, including: wind and wave power, energy and waste management, sustainable construction, bio energy and plug-in electric vehicles, environmental goods and services.
- Low carbon sector locally is estimated to have a market value of around £2 billion and contains some 730 companies, employing over 8,000 people. Higher levels skills are very important.
- The area is home to much of the National Forest, and also has some specialisms in 'smart grid' development (local power networks that respond to peaks in power usage, saving electricity).
- The universities of De Montfort, Leicester, and Loughborough are home to some excellent low carbon research centres, with strengths in energy, building technologies and low emission vehicles. The independent Energy Technology Institute (ETI) has also helped to position the area as a centre for renewable energy and energy research expertise.
- A range of skills are needed at all occupational levels, but especially for mechanical / electrical engineers, green technologists, research and graduates in physics and chemistry. Many roles will need high level qualifications.



Skills & qualities



Useful subjects



What could you earn?*

Conservation manager	£30,200
Design engineer	£38,500
Engineering technician	£33,600
Mechanical engineer	£40,600
Lab technician	£21,900
Energy plant operative	£28,800
Environmental services manager	£34,400

Local employers

- Western Power Distribution
- Intelligent Energy Holdings
- National Grid
- E.On
- British Gas
- MIRA
- Flogas
- Harborough Rubber
- Cenex
- Aggregate Industries
- Brobot

On the web

- www.bconstructive.co.uk
- www.futuremorph.org
- www.euskills.co.uk/careers
- www.sciencecareerpathways.com

BUSINESS, FINANCE AND PROFESSIONAL SERVICES

Companies in this sector welcome young people with high motivation and enthusiasm. Some jobs within finance and business demand commitment, long hours and hard work but the effort can be rewarding. Other roles require a high level of customer service and sometimes shift work.



What is happening?

- Employing 40,530 people locally, the sector covers a wide range of organisations, from core financial and legal services, through to technical services such as architecture, and scientific research, to creative and support roles such as business administration and customer services.
- Several major employers have a base here, including Santander, Mattioli Woods and Hastings Direct and there are several openings for young people to enter this sector, with training and development across many roles.
- The Leicester Client Innovation Centre is IBM's first in the UK, and has many exciting opportunities for young people.
- There are three major business parks in the area – Grove Park and Meridian Business Park at the edge of the city of Leicester, plus Pegasus Business Park.

The sector is likely to:

- Become more global, aiming to win bigger shares of established and emerging markets in different countries; modern languages are in demand.
- Offer increasing numbers of higher apprenticeships as well as graduate opportunities.
- Use ICT to transform business processes
- Offer roles in areas such as cyber security, risk management, intellectual property protection and flexible working solutions.
- The area hosts the annual Leicester Business Festival.

On the web

- www.cipd.co.uk
- www.plotr.co.uk
- www.leicesterbusinessfestival.com
- www.gov.uk/apply-apprenticeship

Skills & qualities



Useful subjects



What could you earn?*

Financial director	£61,100
Human resources officer	£28,400
Chartered accountant	£37,700
Business research professional	£31,900
Finance officer	£23,600
Office manager	£28,200
Contact centre worker	£16,700

Local employers

- Santander
- Mattioli Woods
- Hastings Direct
- IBM
- Global Payments UK (HSBC)
- KPMG
- PFK Cooper Parry
- BHIB
- Berkeley Insurance
- RBS
- Pera Consulting

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* Annual Survey of Hours and Earnings 2015. Average full-time (median) salary rounded to the nearest £100. Doesn't include self employed.

TOURISM AND HOSPITALITY



A career in tourism or hospitality can be very rewarding. If you like meeting people, are enthusiastic and organised then it could be for you. There are plenty of entry level jobs from which you can move quickly up the career ladder to a management position and better earning potential! Where could you work? The National Space Centre in Leicester is the UK's only space themed visitor attraction; or how about a zoo, international hotel chain, conference centre, airline, theme park, exclusive restaurant, travel agent or as a tour guide... take your pick!

What is happening?

- Almost 33 million people visited Leicester and Leicestershire in 2015. The sector employs 33,730 people and includes bars and eateries, attractions and accommodation.
- The global profile of the area has been raised by the 2015/16 Premier League Champions, Leicester City; the discovery of the remains of King Richard III in a local car park and the subsequent reinterment of his remains at Leicester Cathedral also much increased visitor numbers.
- Leicester and Leicestershire regularly hosts a range of major cultural, sporting and business events and festivals, work can often be seasonal and part-time.
- The area is home to some picturesque historical sites, including Belvoir Castle, the Great Central Railway and Bosworth Battlefield.
- Twycross Zoo is the most visited local attraction and has won several awards for its strong educational links to local schools.
- The sector is a key provider of first jobs for young people, who can then develop their careers through on the job training. Occupational shortages include chefs, management roles, language skills, front of house, catering support, tour guide, and cabin crew.

On the web

www.careerscope.uk.net
www.skillsactive.com
<http://hospitalityguild.co.uk>
www.careersthatchange.co.uk
www.eastmidlandsairport.com/careers/airport-academy/



Skills & qualities

PRESENTATION SKILLS
problem solving
Team Working
COMMUNICATION AND LITERACY
NEGOTIATION SKILLS

Useful subjects

ENGLISH
MATHS
LEISURE
business and admin
tourism
LANGUAGES
ADMIN
DESIGN
ICT
SCIENCE

Local employers

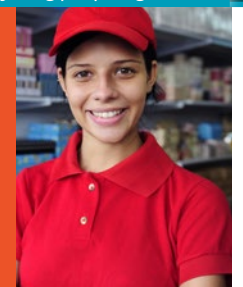
- East Midlands Airport
- The National Space Centre
- The Great Central Railway
- Local museums and tourism centres
- Hotels and restaurants
- Major sporting venues
- Conkers
- Twycross Zoo
- The King Richard III Visitor Centre
- Twin Lakes

What could you earn?*

Housekeeper	£17,900
Marketing officer	£27,400
Chef	£18,800
Conference manager	£26,500
Waiting staff	£13,400

RETAIL

Retail is the largest private sector employer in the UK – that's big business! As well as sales roles, there are many behind-the-scenes jobs such as buying, merchandising, stock control, logistics and store operations – all important links in the chain. Some of these jobs demand a creative streak, others need IT skills. What's more, if you have the drive, it's easy to move quickly up the career ladder to a management position.



What is happening?

- Employing 44,800, retail is a significant sector here with a mix of large shopping centres such as the Highcross and Fosse, smaller boutique areas like St Martins and many excellent market towns with attractive shopping offers.
- The famous 'Golden Mile' in this area is home to the largest selection of Indian jewellery shops outside of India, and a range of Saree houses and Indian sweets, along with other retail offers.
- Several key retailers have their headquarters here, including Next, Joules and Dunelm.
- Online retail sales are vastly increasing with some high street stores and independent shops struggling as a result. Major food retailers such as supermarkets are still opening stores.
- In this dynamic and fast paced industry, there are skills shortages that include planning and organisation, strategic management and customer service skills.
- Online selling, 'cafe culture', local produce and 'niche' shops are popular ideas with those wanting to set up their own retail business.
- Many high street retailers have their own careers Twitter feed posting news and vacancies daily. There are many opportunities for young people to enter the sector and then advance their careers through on the job training.
- The Fosse Shopping Park is expanding, bringing more retail related opportunities.

Skills & qualities

leadership
communication
TEAMWORKING
FRIENDLY
PROBLEM SOLVING
COMMERCIAL AWARENESS
GOOD ORGANISATION

Useful subjects

ENGLISH
MATHS
LEISURE
business and admin
tourism
LANGUAGES
ADMIN
DESIGN
ICT
SCIENCE

Local employers

- Next
- Dunelm Group
- John Lewis
- Lipsy
- Highcross
- George
- Shoe Zone
- Fosse Shopping Park
- Thurmaston Retail Park
- Joules
- Topps Tiles
- Goldsmiths (jewellery)
- Brantano UK
- Tylers
- Fenwick

What could you earn?*

Check-out operator	£14,400
Sales assistant	£15,500
Retail manager	£25,900
Buyer	£30,400
Window dresser	£21,700

On the web

www.nsaforretail.com
www.fashionretailacademy.ac.uk
www.gov.uk/apply-apprenticeship



* Annual Survey of Hours and Earnings 2015. Average full-time (median) salary rounded to the nearest £100. Doesn't include self employed

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CONSTRUCTION

The construction industry has had its ups and downs over recent years but we can now expect to see growth in most areas. Increased demand will come from the need for more private housing, environmentally friendly construction, commercial buildings and infrastructure, spurred by population growth, increased economic activity, and meeting new regulations. There is a huge range of different roles, not just those based on a building site! Environmental targets mean there are some exciting new areas to work in such as intelligent buildings.



What is happening?

- Employing 19,940 people locally, the sector is expected to grow significantly.
- Skills needed include civil engineers, architects, wood trade and interior fit-out, painters and decorators, and bricklayers. All areas will need managers, IT and office-based staff.
- Large infrastructure projects include the Leicester Launchpad (land near to the city centre), particularly along the River Soar Waterside. There is also planned expansion at many sites including Magna Park, the MIRA Enterprise Zone (Hinckley) and the Roxhill development (for a strategic rail freight interchange) near East Midlands Airport.
- In addition, boroughs and districts across the area will have localised housing developments, creating thousands of new homes over the next 20-30 years.
- For the High-Speed 2 rail link, opportunities will be created on phase two (from Leeds to Birmingham); there will be an East Midlands Hub above Leicestershire.
- 13% of the workforce is female and it's growing.

Local employers

- Bloor Homes
- Westleigh Developments
- William Davis
- Barratt Developments
- Galliford Try
- JH Hallam
- RTS Contracts
- Davidsons Developments
- Morris Homes
- Wates
- Jelson Holdings
- Wilson Bowden
- East Midlands Housing Group

Skills & qualities

project management
team working
problem solving
attention to detail
communication
leadership
ICT engineering

In demand...

LABOURERS
PLANT OPERATIVES
ARCHITECTS
CONSTRUCTION MANAGERS
PAINTERS AND DECORATORS
BRICKLAYERS AND LABOURERS
ELECTRICIANS CIVIL ENGINEERS

What could you earn?*

Carpenter	£25,800
Architect	£36,000
Project manager	£34,200
Painter and decorator	£22,800
Electrician	£30,500
Civil engineer	£40,200

On the web

- www.bconstructive.co.uk
- www.the-nhtg.org.uk
- www.plotr.co.uk/hs2
- www.architecture.com
- www.gov.uk/apply-apprenticeship



LOGISTICS AND DISTRIBUTION

Logistics and transport involve the effective and efficient flow of goods and services from the point of origin to the point of consumption. It is a global 24-7 sector, with a huge variety of roles, including transport planning, supply chain, rail freight, aviation, sustainability planning, order picking, warehouse management, passenger security and driving related activity. Leicestershire's central location means that 95% of the UK population can be accessed within four hours truck drive.



What is happening?

- Increased innovation and technology will heavily affect the sector, with robotics and automated services. Many sites are very high tech, to maximise productivity and energy consumption.
- There are opportunities available across many levels and young people can enter the sector and upskill into a range of different careers. The sector employs 46,390 people.
- Magna Park is a leading 550 acre site which includes distribution centres for Asda, Britvic, TNT and Toyota; an onsite training and research centre is being planned.
- East Midlands Airport is a huge employer with a range of opportunities. Expansion is planned in both passenger and cargo numbers. It is the UK base for DHL and UPS, two of the world's top four air express freight operators.
- The East Midlands Gateway Strategic Rail Freight Interchange distribution development site alongside East Midlands Airport will provide many new jobs.
- Hub distribution sites include Marks and Spencers in Castle Donington, Bardon Hill (where Amazon have a new distribution site), and DPD at Hinckley.
- Some organisations have their own distribution fleets such as Next, Walkers and Samworth Brothers, whilst others choose to outsource this to private companies based here.

Skills & qualities

good organisation
communication
TEAM WORKING
attention to detail
PROBLEM SOLVING
leadership

Local employers

- HAE Global
- Neovia Logistics Services
- Ceva Logistics
- Scania
- East Midlands Airport
- HW Coates
- DHL
- Fred Sherwood
- Syncreon Technology
- Pall Ex

What could you earn?*

Large goods vehicle driver	£27,300
Warehouse manager	£29,400
Train driver	£49,900
Bus driver	£24,200
Pilot	£84,900

On the web

- www.deliveringyourfuture.co.uk
- www.gov.uk/apply-apprenticeship
- www.eastmidlandsairport.com
- www.skillsforlogistics.org



TEXTILES MANUFACTURING AND FASHION



This sector was at the heart of Leicester and Leicestershire's economic development throughout the 19th and 20th century, predominantly in knitwear and hosiery. Although much manufacturing then went overseas in the 1980s, there is still a significant industry locally today. New innovation and processes will mean that Information Technology and Computer Aided Design skills will be in demand to meet the needs of high-tech machinery.

What is happening?

- Leicester and Leicestershire is one of the most active textile manufacturing centres in the UK, employing over 6,000 people.
- The sector includes many occupations such as textile research and development, fashion designer, graphic designer, pattern cutter, sampler, machine operative, knitter, fabric dyer and printer, buyer, merchandiser, textile technologist, supervisor, quality control inspector, production manager, mechanical and electrical engineer, and others.
- The sector composition is mainly around manufacturing of fashion apparel, knitwear and hosiery. It is the second largest employment area for textiles manufacture in the UK, contributing over half a billion pounds to the Leicester and Leicestershire economy every year.
- Some UK retailers are choosing to switch garment production from abroad back to the UK, and several local businesses have invested significantly in high technology machinery.
- Some roles are ideal for 'on the job' training, but as machinery and techniques are increasingly 'state of the art', higher level skills are required.
- De Montfort University in Leicester established textiles courses, and some of their students have won awards at the 2016 national Graduate Fashion Week.
- The Leicestershire Textiles Hub was recently created to better link manufacturers with global retailers and online brands, and to support local employers, join up local information and initiatives, and help to further develop the sector.



In demand...

DESIGN TECHNICIAN (CAD/CAM)
MACHINE OPERATIVES
 MECHANICAL & ELECTRICAL ENGINEERS

FASHION DESIGNER
 OFFICE SUPPORT
 SAMPLE MACHINISTS

GRAPHIC DESIGNERS

Local employers

- Basic Thinking
- Basic Premier
- Fashion Fabrics
- Studio One
- VM Fabrics
- Euro-Rose
- Vinola Knitwear
- Galaxy Knitwear
- Fanela
- Meesha Graphics
- Elite Labels
- Djinn Genie
- Barcode Fashion
- Faering Ltd
- Early Days
- HB Shoes

What could you earn?*

Leatherworker	£21,700
Tailor/dressmaker	£24,400
Textiles/technician	£30,400
Importer/exporter	£29,400
Clothes/textiles designer	£29,700

On the web

- www.creativeskillset.org
- www.drapersjobs.com
- www.leicestershiretextileshub.co.uk

EDUCATION

Teaching and education is a growing sector, not only in the UK but around the world, and universities in particular are competing in a global market. There are frequent changes to teacher training so it's worth keeping abreast of entry requirements. The sector provides 50,800 jobs, which link to the many schools, academies, colleges and three large local universities.



What is happening?

- The area is fortunate to have three excellent universities, with their own renowned specialisms.
- There is a shortage of teachers for specific subjects such as maths, physics, chemistry and modern languages.
- There will be an increase in virtual teaching, including broadcasting lessons to students externally and e-learning.
- The increasing development of online courses will increase demands for skills in this area as well.
- For many jobs you need a degree but some roles can be entered at a lower qualifications level and there are support roles too, for example admissions officer or school lunchtime supervisor.
- Roles include secondary education teachers, teaching assistants, primary and nursery education teachers and senior education professionals. There are also many other roles within establishments such as special needs and student support.
- There is a shortage of males in early years, primary and secondary education.

Shortage of subject teachers in...

modern foreign languages biology

TECHNOLOGY

MATHS physics chemistry

Skills & qualities

creative listening
 problem solving
 presentation skills
 COMMUNICATION
 people management
 planning TEAM WORK
 patience

Local employers

- Sixth form and Further Education colleges
- Schools, academies, special schools
- De Montfort University
- Loughborough University
- University of Leicester
- Leicester City Council
- Leicestershire County Council
- Language schools
- Childrens centres

What could you earn?*

Nursery assistant	£15,600
Secondary school teacher	£37,500
Headteacher	£51,000
Teaching assistant	£15,600
School office staff	£19,800

On the web

- www.tes.co.uk
- www.tefl.com
- www.education.gov.uk/get-into-teaching



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Other exciting local sectors

There are many varied sectors for opportunities across Leicester and Leicestershire, here are three more:

Public Services

This area has many varied industries. It employs 18,800 people and includes the civil service, police, local government, the fire service, tax, libraries, immigration and the prison service. The range of apprenticeships available across all areas is increasing; in recent years they have even been available in areas such as M15 and M16! Local authorities and district councils offer a range of services and hence there are a broad variety of careers available. Equally the Army, Navy and Airforce also have multiple options within them to support frontline forces, such as engineering, communications support and legal officer.

Local employers include:

Leicestershire Police, Leicester City Council, Leicestershire County Council, Leicestershire Fire and Rescue service, the Army, Navy and Airforce, tax offices, immigration and prisons.

- www.civilservice.gov.uk/recruitment
- www.leicestershire-fire.gov.uk
- www.leic.police.uk/join-us
- www.leics.gov.uk/jobs
- www.leicester.gov.uk/jobs
- www.justice.gov.uk/jobs

What could you earn?*

Local government administrator	£24,150
Housing officer	£24,350
Police officer	£40,000
Army Captain	£39,628

Space

With local university expertise, the iconic National Space Centre attraction, and an existing business base, this area is uniquely placed to capitalise on the expected national growth in this sector. Every time we make a mobile call, turn on a television, or use a satnav, space technology is used to support our modern life!

- Within the Space Research Centre at the University of Leicester, there are specialist skills and equipment for the design of space missions and for testing new instrument designs. Every year since 1967 has seen a Leicester-built instrument operating in space.
- The city and county have a growing hub of high technology businesses, such as those based at Dock at Pioneer Park.
- Many of our advanced manufacturing companies use processes and technology that can be used to support the space industry.

Roles vary, but there is a strong demand for young people with science, technology, engineering and maths qualifications.

- www.spacecareers.uk
- www.spacecentre.co.uk



Sport and Physical Activity

This area is known for many sporting achievements and venues, including Leicester City Football Club, Leicester Tigers, the Leicester Riders, Leicester Ladies Hockey Leicestershire County Cricket, speedway (Leicester Lions), and netball (Loughborough Lightning).

Competition for jobs available in sport can be high, as numbers are limited; however it should be noted that the sector contributes greatly to the local economy and sporting venues provide a number of roles that are suitable for young people.

- Leicester and Leicestershire regularly host major motor racing events at Donington Park (including Formula E) and Mallory Park, and horse racing at Leicester Racecourse.
- The sector covers the manufacture and sale of sporting goods and equipment, the operation and activities of sports facilities and fitness clubs, marketing and promotion, and on a wider scale links to scientific activities such as research to aid sporting performance.
- The area has world-leading university research and training capabilities, with a cluster of sport national governing bodies at SportPark (at Loughborough University).

Roles vary, but will include sports coaches, instructors, leisure assistants, greenkeepers, grounds support, marketing, sales, hospitality, and sports equipment manufacturing roles

- www.careers-in-sport.co.uk
- www.gov.uk/apply-apprenticeship
- www.justice.gov.uk/jobs



What else will happen locally in the future?

Some 2016 research on skills across Leicester and Leicestershire show that:

- » Due to an ageing workforce, there will be many vacancies across sectors locally as people retire. It is estimated this will equate to 134,700 vacancies between 2015 and 2022!
- » The highest demand (for jobs) is expected to be in health and care, education, retail, manufacturing, construction and logistics, but other sectors will also have opportunities.
- » Apprenticeships on offer will grow and are excellent route to gain qualifications and earn while you learn. There are many on offer locally, have a look at www.gov.uk/apply-apprenticeship today and see what is available?
- » By 2022, it is estimated that 75% of all jobs will need at least a Level 3 (or above) skills / qualifications. Higher level qualifications can be gained by apprenticeships as well as academic routes.
- » Science, technology, engineering, maths and ICT skills will continue to be in demand across many sectors.
- » There will be many opportunities for managerial, professional and technical roles.

Skills, skills, skills

As well as qualifications, **employers** also look for the skills people have when they're applying for jobs. Here are some of the skills that employers are most looking for from you:

Nine out of 10 new jobs today require some level of IT skills!

TECHNICAL AND PRACTICAL **ICT**
BUSINESS AND CUSTOMER AWARENESS team working
COMMUNICATION AND LITERACY
NUMERACY self management problem solving

Skills like these are called employability or transferable skills because you can use them in many different types of jobs.

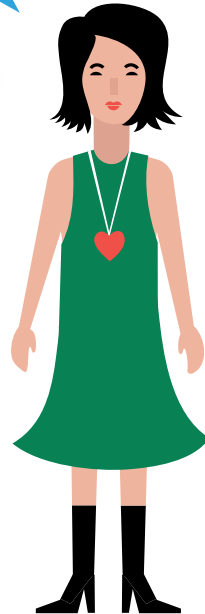
How can I show that I've got these skills?

Communication and literacy

Speak up! Join in with discussions, express your opinions thoughtfully, but also listen to what others have to say. If you've done a presentation at school, explain how you presented it clearly and why.

Team working

Good proof of teamwork is having taken part in a team sport, drama production or other activity. This might be within school or in your own time. Show that you can get on well with others, value their opinions and communicate well in order to complete a team task.



Problem solving

Explain how you would identify a problem and how you would solve it. You could come up with different ways of tackling it and who else you would need to involve. If you can think of something you've had to tackle that was difficult then it shows that you're not afraid of a challenge.

Business and customer awareness

Dealing with the public involves a range of skills and qualities. Show that you understand the need to communicate well and can remain calm in difficult situations.

The benefits of work experience!

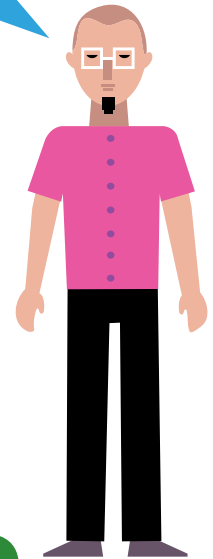
Employers really value work experience - you're more likely to get a job if you've had some experience of a working environment. Universities also look for people who can show that they have some work experience when applying. You can learn new skills and understand why they are important by spending time in a workplace. But another real benefit is that you get the opportunity to see if a type of work is going to suit you. It might just set you on the right path!

To find out more about your skills and how to brush up on them try the skills health check tools on the National Careers Service website (search for 'national careers service' online)

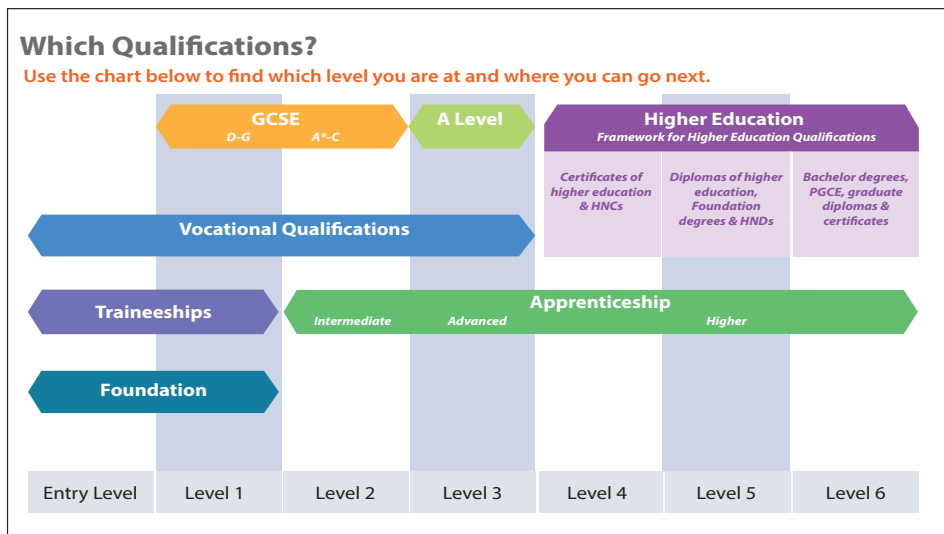
"It was an opportunity to experience day to day office life being an administration assistant, attending meetings, inputting data and writing reports. Work experience helped me prepare for work life and also mature as a person. It helped me understand there is more than just a computer in an office but different departments which help contribute to make an office work."

Kiran

By the time you're 38 you could have had 10 different jobs. That's why you'll need a good set of transferable skills!



Qualifications



People with an advanced level apprenticeship could earn £100,000 more over the course of their career than those without.

There are around 25,000 UK apprenticeship vacancies at any one time.



Competition for apprenticeships can be fierce so you need to show an employer that you're motivated and committed.

There are three levels of apprenticeship available to anyone over 16:

- ◆ Apprenticeship - training at NVQ Level 2
- ◆ Advanced Apprenticeship - training at NVQ Level 3
- ◆ Higher Apprenticeship - NVQ level 4 (the same as a foundation degree) and higher.

Each level can lead to further qualifications or work. For details on pay see page 32.



Pathways into work

There is more than one pathway to a job. If you're a 'hands on' person then consider an apprenticeship. Go for sixth form or college if they offer the right subjects. Either route could lead to higher education. Perhaps you need a little extra support to get you on the right track – which could lead to your dream job!

Apprenticeships

Getting paid while you learn might sound too good to be true but as an apprentice that's exactly what you'd do. Did you know there are 1,200 different job roles to choose from? Build up your knowledge and skills and gain qualifications while earning at the same time. There are short films of different apprenticeship ideas on www.amazingapprenticeships.com

Check out local apprenticeships on www.leicester.gov.uk/apprenticeshiphub



What will you do?

A-Z of apprenticeships includes:



Study programmes

Study programmes are vocational training (aimed at specific work-related areas) for 16 to 19 year olds. A study programme could be for you if:

- ◆ You're not ready to go straight into work, training or college;
- ◆ You need extra support to gain confidence and achieve further qualifications
- ◆ You've missed time at school;

Work experience

A work placement is a great way to gain experience of the world of work and to learn new skills. Employers are especially keen on people who have got some sort of work experience, including graduates, and it could give you the edge at an interview. As well as volunteering to gain experience, there are other options which can be combined with further study to put you in a really strong position!

- **Internships** An internship is a temporary placement with an employer which can give you experience of a specific job role or industry and they are usually aimed at undergraduates. The length of time you spend with an employer varies between internships and some are unpaid, others offer a small wage. Making yourself invaluable while you're on your placement may make the employer consider you for a job but it is by no means guaranteed.

- **Sandwich course** A sandwich course, offered by many universities basically adds another year to your degree in which you experience working in industry or working or studying abroad. Students who work in industry (usually paid) gain invaluable work experience and those studying abroad can also use their experience to add to their CV.
- **Year in Industry** This programme arranges paid placements for students during their gap year before starting their degree course. www.yini.org.uk

Other options include studying abroad, work shadowing at a higher level or for a different position while already working and volunteering on a regular basis. Try www.do-it.org

Gap year

A gap year usually means taking a year before starting higher education to do something else. This could be travelling, working, doing voluntary work or learning new skills and you would need to fund this yourself. Many people take a gap year before starting at university.

A gap year could help you to:

- meet new people
- learn new skills
- experience different cultures
- improve your confidence
- learn a language
- get work experience for your chosen careers
- improve your grades

Top tip

You can apply to university or college before your gap year and defer for a year. Talk to a careers adviser or sixth form / college tutor about the best option for you. Don't just think in terms of 'What will I do with my gap year', but also 'What will I do when I come back'? Use your year wisely.

Many employers, universities and colleges value candidates with gap year experience, especially if the experience is relevant to the job or course applied for. As well as gaining extra skills and experience your year out will give you the chance to think carefully about your future career.

The secret to a successful gap year? Plan it well and make the most of the time you have! Employers and universities won't be impressed if you've spent the year working in your local pub but want to become a geoscientist.

Prince's Trust

There are a number of programmes run by the Prince's Trust across the Leicester and Leicestershire area. These include helping people to build confidence and skills for work: www.princes-trust.org.uk

National Citizen Service

This is a once in a lifetime opportunity to develop confidence, employability skills and make new friends. It's open to 15 to 17 year olds and includes an adventure weekend away at an outdoor pursuits centre, then skills days with a range of workshops. www.leics-ebc.org.uk/national_citizen_service/

School leaver schemes

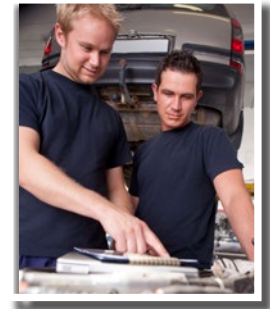
Some national employers offer training schemes or apprenticeships for young people leaving school or college. You can find a list of opportunities here: www.allaboutschooleavers.co.uk

Looking for work

You'll find permanent, temporary, seasonal and part-time vacancies in lots of places:

Apprenticeships

You can search for local apprenticeship vacancies on the National Apprenticeship Service website www.gov.uk/apply-apprenticeship as well as learning more about the Apprenticeship programme.



Careers and job centres

Jobcentre Plus centres have many local job opportunities, some of which may be suitable for you.

Newspapers and magazines

Local newspapers can be a good source of job vacancies. National newspapers carry some trainee roles and have online job searching too.

Recruitment agencies

A recruitment agency will look at your skills and experience and then match you to a suitable job which may be a temporary or permanent position. Use the websites on the inside cover to search for local and approved agencies.

Social media and the internet

The internet is a great source of job vacancies. Most companies have their own website which often has a careers or jobs section. Lots of companies also advertise positions through social media such as Facebook or Twitter. Or try a job search site which allows you to search within a particular work area or location.

A bit of local knowledge...

Next time you're in a shop look on the walls around you. Shops, cafes and other businesses sometimes advertise positions within the shop itself. Find out how you can apply by asking someone.

As well as the shops and businesses in your local high street, there will probably be business or industrial parks near you. Find out if a company near you is hiring.

Ask around

Family and friends are often a good source of knowledge. They might have a vacancy going at their workplace that would suit you. Don't be shy – let them know you're looking!

Speculate!

Many jobs are not actually advertised, so a well planned 'speculative' application or CV to a company is worth a try!

Need some wheels?

If you're keen on a job but don't know how you're going to get there, could the Wheels to Work moped scheme help you? Find out more from www.w2wleics.co.uk.



What do Leicester and Leicestershire employers say?

Some recent local research with employers summarised that:

- » It helps if you are 'open' to different sectors and areas of work; many organisations have a range of different roles and once employed, you can apply for internal opportunities to upskill or change department.
- » Useful skills across many industries include: commercial awareness, an entrepreneurial spirit, and an understanding of e-commerce.
- » Many employers expect leadership and management skills to become more important to their business over the next three years.
- » Employers really value young people with good communication/conversational skills, knowledge about their business, a strong work ethic and realistic expectations.
- » Many young people like to approach well known, large companies for career opportunities, and there can be strengths in working for a smaller sized company. Have a good look around you at all of the different employers!



What is the employer looking for?

When you're ready to apply for a job or apprenticeship it's important to make sure you've researched carefully what the job actually is and what is expected of you. Just a little extra time spent on your application could be the difference between getting an interview and missing out.

Always tailor your application – get online and research the job that you are applying for, and the company! Tweak your CV to reflect the job that you are applying for; it can be more effective to spend time doing this than just giving out your standard CV to employers.



Employers like someone who...

Putting all of this advice into action will help you to secure a job and stay in it!



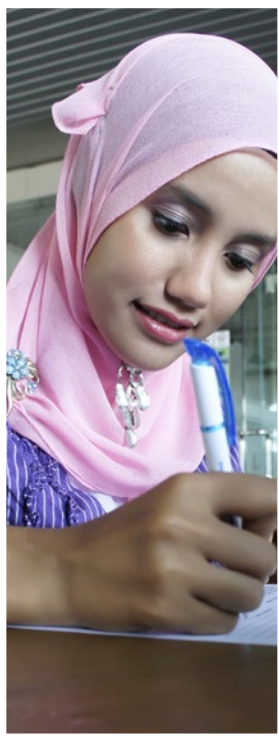
Employers like someone who...	What you can do
shows initiative	Get a part-time job or do some voluntary work.
takes care in what they do	Fill in your application form clearly, look smart at the interview and always be on time.
is keen and enthusiastic	When applying for a job, think carefully about how you put yourself across. Once you're working, always appear willing.
has employability or transferable skills	Think about something you've done at school or in your spare time that shows how you've used a skill. This could include giving presentations or playing a team sport.
is adaptable	Show examples of how you've adapted to change, such as leaving school. Make it clear that you're willing to learn new skills.
can work well in a team	Use examples from school or out-of-school to show how you can get on with others.
is reliable	Once you've got a job or apprenticeship place turn up on time every day. Ring into work if you're unwell (but not just a sore throat) to let them know you won't be coming in.

TOP TIPS



Job applications

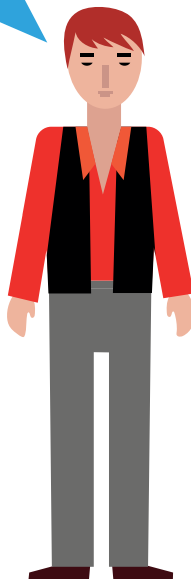
Competition for jobs these days is fierce. Getting things right at the application stage will help you to go further. Use these tips to make sure you are someone an employer wants to meet.



Writing a letter

- ✓ Write the letter out in rough first and check for mistakes.
- ✓ Use the person's name if you know it and end the letter 'Yours sincerely' then your name. If you don't know their name, begin 'Dear Sir / Madam' and end it 'Yours faithfully'.
- ✓ If you're replying to an advert, include the job title and reference.
- ✓ Include your full address, phone number and the date.
- ✓ Keep the letter relevant to the job and to the point.
- ✓ Use plain white or cream paper and envelopes.
- ✓ Write neatly and clearly using black ink.

The average employer spends under 10 seconds looking at each CV. Make sure yours looks good.



Writing your CV

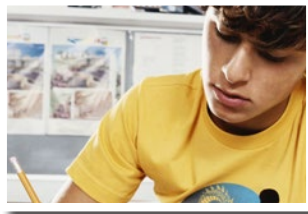
Keep it brief and to the point – no more than two pages of A4.

- ✓ Use a computer, use the same font throughout and use clear headings.
- ✓ Write your current position or qualification first and work backwards.
- ✓ Include any achievements or courses you've been on outside of school (for example, passing music exams, getting a driving licence, getting a first aid certificate or doing voluntary work).
- ✓ Include a covering letter with your CV.
- ✓ Read through the CV before you send it off, checking for any mistakes.
- ✓ Make a copy – you may need to use it again and it will be easier to update.



Get more advice on CV writing and job hunting on the National Careers Service website.

TOP TIPS



Job and apprenticeship applications

Application forms

Read through the form first and the notes that go with it. Have they asked you to fill it in using a black pen?

- ✓ Copy the form if you can and use the copy to write your responses in rough.
- ✓ Make sure your handwriting is neat and clear and that you don't have any spelling mistakes. Avoid crossing out any mistakes.

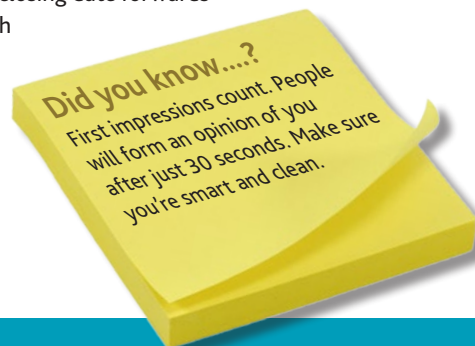
A scruffy application form gives a bad impression to an employer and may cost you the job.

- ✓ Make sure that your skills and abilities meet those needed for the job.
- ✓ Use the space provided to support your application to really sell yourself – tell them why you should get the job. Attach an extra piece of paper if you need to (white or cream A4).

✓ For your first referee, use your head teacher or principal if you are at school or college and your current or last employer if you are working. For your second, use an adult who knows you well but not a relative. Don't forget to ask them first.

- ✓ Make sure you fill in **every** section of the form – they are asking for a reason!
- ✓ Remember to sign and date the form, sending it back as soon as you can. Sometimes an employer brings the closing date forwards if they have already received enough applications.

✓ Take a copy of the form in case it gets lost in the post and to remind you what you wrote in case you get selected for an interview!



Applying for a job by phone

- ✓ Make sure you know the name of the person you need to speak to. If you're not sure, ask for the personnel or human resources department or main reception.
- ✓ Prepare the questions you want to ask beforehand and have them written down in front of you.
- ✓ Have a pen and some paper ready to write down anything you feel is important.
- ✓ Introduce yourself clearly and thank the person at the end of the phone call.
- ✓ Make sure you have enough credit on your phone!



Job adverts: what do they mean?
Sometimes employers use words in their adverts that we're not really sure about. They might do this to attract a certain type of person or because they use a particular type of language in the workplace. To cut through some of the jargon, visit the National Careers Service website ('How to find a job' section).

Getting it right the first time

Employers often receive so many applications for a vacancy that they look for ways to sift out those who may not be suitable. If you don't look out for the following points all that hard work could be straight in the bin...

- » Spelling or grammar mistakes
- » Too much information
- » Not enough information
- » Scruffiness
- » Not completing every part of the form (put 'none' if you aren't able to fill in a particular section such as previous employment)
- » Coloured paper or pen
- » An email address that isn't appropriate for an employer

And make sure that you relate your skills to the job on offer.

Interviews

- ✓ Make sure you know where the interview is being held and that you can get there on time. (Leave some time for delays).
- ✓ Find out about the company or organisation first, for example what they do and how big they are.
- ✓ Prepare some questions that you want to ask about the job.
- ✓ Make sure you have everything you need for the interview such as progress files or certificates.
- ✓ Try to answer all the questions with more than just 'yes' or 'no'.
- ✓ Speak clearly, smile and thank the interviewer at the end.

Your rights at work

Being at work

There are various rules and laws that apply to the number of hours you can work and the types of jobs you're allowed to do if you're under 18 years old. For more information go to www.gov.uk/child-employment



For more detailed information visit the **Gov.UK** website: www.gov.uk

How much will I get paid?

The question that everyone wants to know! Your pay will depend on your qualifications, skills, experience and whether you're doing an apprenticeship or other training programme. There are different levels of minimum wage:

- ✓ **£4.00** an hour for **under 18** year olds. (Must be above school leaving age. Doesn't apply if you're doing an apprenticeship.)
- ✓ **£5.55** an hour for **18-20** year olds.
- ✓ **£6.95** an hour for **21 and over**.
- ✓ **£3.40** an hour for apprentices age **16 - 18** or in their first year

Minimum wage correct from 1 October 2016.

Based on the minimum wage, the starting salary for an 18 year old could begin at £10,678 a year for a job working 37 hours a week.

The National Living Wage was introduced in April 2016 for all working people aged 25 and over at £7.20 an hour. See www.gov.uk/national-minimum-wage-rates

If you have a job, you may be eligible for time off for study or training from your employer (**Time to Train**). Find out more on the **Gov.UK** website: www.gov.uk.



Staying on in education or training until 18 (Raising the Participation Age)

Most 16 and 17 year olds choose to stay on in education or training. From summer 2013, the Government changed the law so that all young people in England will have to continue in education or training until their 18th birthday.

This doesn't mean that you have to stay on at school, there are a number of options that you can choose:

- » Study full-time such as in a school, college or with a training provider
- » Full-time work or volunteering combined with part-time education or training
- » An apprenticeship

For more go to www.education.gov.uk

Looking for work if you're disabled

If a job advert or application form displays the 'positive about disabled people' symbol, you'll be guaranteed an interview if you meet the basic conditions for the job. It means the employer is committed to employing disabled people.



If you need support before you start to apply for jobs, a Disability Employment Adviser (DEA) at your local Jobcentre can help you gain skills, give support and advice on any funding that might be available. You may be able to access a supported internship which can help you gain employment in the future.

When to disclose a disability

You don't have to legally tell an employer that you have a disability and an employer isn't normally allowed to ask you questions about your health or disability before they offer you a job.



For more advice go to www.gov.uk or www.disabilityrightsuk.org



Stay informed!

National Careers Service website

Our local pages on the National Careers Service website can help you to stay up-to-date with what's happening in your local area. You'll find information on the local job market such as:

- » the sectors where skilled people are in demand
- » which employers are taking on new staff or setting up new businesses
- » local jobs and careers events

Search online for [National Careers Service](#) > [Careers advice](#) > [In your local area](#)



0800 100 900

Need careers advice?

If you're looking for a new job, or a change in career and don't know where to start, we can help.

The National Careers Service is available **FREE** and is delivered by a network of professional, qualified careers advisers across Leicestershire.

We can help you:

- Develop your CV
- Improve your skills
- Succeed at interviews
- Understand the local job market
- Progress in your current job

Call us for more
information and advice

0800 100 900

You can also search online for
National Careers Service



**National
Careers
Service**