

Job Specific Information

(including useful careers websites)

December 2017

Job Information

Information leaflets from C&K Careers and leaflets from the National Careers Service are available to view and print from **www.ckcareersonline.org.uk**. There are also useful website links – these are listed in the relevant sections. If you do not have access to a computer or printer take a note of the leaflet code and title and phone 01484 225500 and ask for ‘Infoline’.

Other sources for you to explore include:

- **JED (Job Explorer Database)** – JED is a careers program with a large database of job profiles is also available to you from **www.ckcareersonline.org.uk**. Ask for a login code at your school, college or C&K Careers Centre, or call C&K Careers on 01484 225500 and ask for ‘Infoline’.
- **National Careers Service** - You will find ‘Job profiles’, a 13-16 section with ‘Job snapshots’ and help to work out what you want to do on **<https://nationalcareersservice.direct.gov.uk>**. You will also find links to the ‘Job profiles’ on **www.ckcareersonline.org.uk**.

Choosing Leaflets

Some leaflets are written with a particular group in mind. The series name is written next to the title in the catalogue.

These notes will help you to decide which leaflets to use:

Job Facts



Easy read, basic information about (mainly) practical jobs and career options

Plain Guide to...



Latest information about trends in work

Routes into...



Career ideas, key facts and brief information on the education and training routes into particular sectors

Career Routes



Getting into popular careers

 This symbol means the leaflet is available online only. You will not find a copy in the library.

Job Specific Information

Code

- A** Business, administration and office work
- B** Building and construction
- C** Catering and hospitality
- D** Computers and ICT
- E** Art and design
- F** Education, work with children and training
- G** Engineering
- H** Environment, animals and plants
- I** Financial services
- J** Health care
- K** Languages, information and history
- L** Law and political services
- M** Leisure, sport and tourism
- N** Manufacturing and production
- O** Marketing and advertising
- P** Media, print and publishing
- Q** Performing arts: music, dance and drama
- R** Personal and cleaning services, including hairdressing and beauty therapy
- S** Retail sales and customer services
- T** Science, mathematics and statistics
- U** Security and Armed Forces
- V** Social work, care and counselling services
- W** Transport

A - Business, administration and office work



A(2)	Useful websites: administration, business and office work (2016)	CK
AD(1)	Office work - Job Facts (2016)	CK
AD(3)	Routes into office work (2014)	CK
AD(13)	Plain guide to administration and customer service - Job Market Information (2015)	NCS
Also see:	ZC2(12) Business - Career Ideas	CK

B - Building and construction



B(1)	Routes into construction (2014)	CK
B(3)	Plain guide to construction - Job Market Information (2016)	NCS
B(6)	Useful websites: building and construction (2016)	CK
BB(2)	Building work - Job Facts (2016)	CK
BB(3)	Plain guide to labouring: building, road and rail, waste and utilities - Job Market Information (2017)	NCS
BB(9)	Routes into electrical installation (2016)	CK
BB(20)	Construction Skills Certification Scheme (CSCS card) (2016)	CK
Also see:	ZC2(15) Construction - Career Ideas	CK
	ZC2(18) Design and technology: product design and resistant materials - Career Ideas	CK

C - Catering and hospitality



C(1)	Routes into hospitality and catering (2016)	CK
C(2)	Plain guide to hospitality and tourism - Job Market Information (2017)	NCS
C(4)	Useful websites: catering and hospitality (2016)	CK
C2(1)	Catering work - Job Facts (2016)	CK
C2(2)	Hotel work - Job Facts (2016)	CK
Also see:	ZC2(13) Catering - Career Ideas	CK
	ZC2(38) Design and technology: food technology - Career Ideas	CK

See Section O for Events manager

D - Computers and ICT



D(1)	Beginners IT courses (2016)	CK
D(2)	ICT opportunities (2016)	CK
D(3)	Routes into IT and computing (2016)	CK
D(4)	Plain guide to IT and telecoms - Job Market Information (2017)	NCS
D(5)	Introduction to ICT and computing (2016)	CK
D(7)	Useful websites: computers and IT (2016)	CK
Also see:	ZC2(25) ICT - Career Ideas	CK

E - Art and design



E(1)	Routes into art and design (2016)	CK
E(2)	Plain guide to art, design and digital media - Job Market Information (2017)	NCS
E(6)	Useful websites: design, arts and craft (2016)	CK
Also see:	ZC2(11) Art and design - Career Ideas	CK
	ZC2(16) Creative and media - Career Ideas	CK
	ZC2(18) Design and technology: product design and resistant materials - Career Ideas	CK
	ZC2(39) Design and technology: graphic products - Career Ideas	CK
	ZC2(40) Design and technology: textiles technology - Career Ideas	CK

F - Education, work with children and training



F(1)	Useful websites: education and training (2016)	CK
F1(2)	Childcare - Job Facts (2016)	CK
F1(4)	Teaching assistants (2017)	CK
F1(5)	Mentoring as a career (2014)	CK
F1(8)	Plain guide to childcare - Job Market Information (2017)	NCS
F2(5)	Local teacher training courses (QTS/EYTS) (2017)	CK
Also see:	ZC2(14) Childcare - Career Ideas	CK

G - Engineering



G(1)	Routes into engineering (2013)	CK
G(13)	Plain guide to advanced manufacturing and engineering - Job Market Information (2015)	NCS
G(16)	Useful websites: engineering (2016)	CK
GJ(2)	Garage work - Job Facts (2016)	CK
GJ(3)	Routes into motor vehicle work (2016)	CK
Also see:	ZC2(18) Design and technology: product design and resistant materials - Career Ideas	CK
	ZC2(19) Engineering - Career Ideas	CK
	ZC2(37) Motor vehicle - Career Ideas	CK

H - Environment, animals and plants



H(1)	Farming and gardening - Job Facts (2016)	CK
H(3)	Plain guide to agriculture and environmental conservation - Job Market Information (2015)	NCS
H(4)	Useful websites: environment, animals and plants (2016)	CK

H(5)	Plain guide to low carbon and renewable energy - Job Market Information (2017)	NCS
HB3(1)	Plain guide to horticulture and landscaping - Job Market Information (2016)	NCS
HC1(1)	Animal care - Job Facts (2016)	CK

Also see: ZC2(10) **Animal care** - Career Ideas CK

I - Financial services



I(1)	Working in finance (2014)	CK
I(3)	Useful websites: financial services (2016)	CK
I(4)	Plain guide to financial services - Job Market Information (2016)	NCS

J - Health care



J(2)	Useful websites: healthcare (2016)	CK
J(3)	A career for you in health - Health Careers (2016)	NHS
J(4)	Careers in the allied health professions - Health Careers (2016)	NHS
JC(1)	Careers in the dental team - Health Careers (2016)	NHS
JF(1)	Careers in healthcare science - Health Careers (2016)	NHS
JG10(1)	Careers in the psychological therapies - Health Careers (2017)	NHS
JH(1)	Careers in medicine - Health Careers (2016)	NHS
JI1(1)	Careers in the ambulance service - Health Careers (2016)	NHS
JI2(1)	Careers in nursing - Health Careers (2016)	NHS
JI2(2)	Careers in midwifery - Health Careers (2016)	NHS
JI2(3)	Local nurse and midwifery training (2017)	CK
JI2(11)	Plain guide to nursing, health care support and ambulance staff - Job Market Information (2017)	NCS

Also see: ZC2(23) **Health and social care** - Career Ideas CK

K - Languages, information and history



K(2)	Useful websites: languages, information and culture (2016)	CK
K3(3)	Learning British Sign Language locally (2016)	CK

Also see: ZC2(24) **History** - Career Ideas CK
ZC2(29) **Modern languages** - Career Ideas CK

L - Law and political services



L(1)	Careers in law (2016)	CK
L(2)	Useful websites: legal and political services (2016)	CK

M - Leisure, sport and tourism



M(1)	Useful websites: leisure, sport and tourism (2016)	CK
MA2(1)	Sports centre assistant - Job Facts (2016)	CK
MB(1)	Plain guide to sport and active leisure - Job Market Information (2016)	NCS
MC(10)	Plain guide to the travel industry - Job Market Information (2016)	NCS
Also see:	ZC2(26) Leisure and tourism - Career Ideas	CK
	ZC2(31) PE - Career Ideas	CK

N - Manufacturing and production



N(1)	Working in a factory - Job Facts (2016)	CK
N(2)	Routes into manufacturing (2014)	CK
N(3)	Useful websites: manufacturing and production (2016)	CK
NC(5)	Plain guide to food and drink manufacturing - Job Market Information (2016)	NCS
Also see:	ZC2(39) Design and technology: graphic products - Career Ideas	CK
	ZC2(40) Design and technology: textiles technology - Career Ideas	CK

O - Marketing and advertising



O(1)	Useful websites: marketing and advertising (2016)	CK
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P - Media, print and publishing



P(3)	Useful websites: media, print and publishing (2016)	CK
Also see:	ZC2(16) Creative and media - Career Ideas	CK
	ZC2(20) English - Career Ideas	CK
	ZC2(28) Media studies - Career Ideas	CK
	ZC2(33) Photography - Career Ideas	CK
	ZC2(39) Design and technology: graphic products - Career Ideas	CK

Q Performing arts: music, dance and drama



Q(3)	Useful websites: performing arts (2016)	CK
Also see:	ZC2(16) Creative and media - Career Ideas	CK
	ZC2(17) Dance - Career Ideas	CK
	ZC2(30) Music - Career Ideas	CK
	ZC2(32) Performing arts - Career Ideas	CK

R - Personal and cleaning services including hairdressing and beauty



R(1)	Useful websites: personal and cleaning support services (2016)	CK
RB(9)	Plain guide to cleaning and housekeeping - Job Market Information (2016)	NCS
RC(3)	Plain guide to hairdressing, barbering, and beauty therapy - Job Market Information (2016)	NCS
RC(4)	Hairdressing and barbering - Job Facts (2016)	CK
RC(6)	Routes into hairdressing and beauty therapy (2016)	CK
Also see:	ZC2(22) Hairdressing and beauty therapy - Career Ideas	CK

S - Retail sales and customer services



S(1)	Useful websites: retail sales and customer services (2016)	CK
SB(4)	Shopwork - Job Facts (2016)	CK
SB(7)	Plain guide to sales, retail and customer service work - Job Market Information (2015)	NCS
Also see:	ZC2(35) Retail and distribution - Career Ideas	CK

T - Science, mathematics and statistics



T(3)	Routes into science and technology (2014)	CK
T(4)	Useful websites: science, mathematics and statistics (2016)	CK
Also see:	ZC2(21) Geography - Career Ideas	CK
	ZC2(27) Maths - Career Ideas	CK
	ZC2(36) Science - Career Ideas	CK

U - Security and armed services



U(1)	Useful websites: security and armed forces (2016)	CK
UA(1)	The Armed Forces - Job Facts (2016)	CK
UF(1)	Security work - Job Facts (2016)	CK
UF(4)	Plain guide to the security industry - Job Market Information (2016)	NCS

V - Social work, care and counselling work



V(1)	Useful websites: social work and counselling services (2016)	CK
V2(1)	Social care work - Job Facts (2016)	CK
V2(3)	Routes into adult social care (2014)	CK
V2(4)	Work in social care (2016)	Skills for Care
V2(5)	Job roles in adult social care (2017)	Skills for Care

V2(9)	Plain guide to social care - Job Market Information (2017)	NCS
V2(10)	Plain guide to working in the voluntary sector - Job Market Information (2016)	NCS
V3(2)	Plain guide to counselling - Job Market Information (2016)	NCS
V6(1)	Getting into social work (2017)	CK

Also see: ZC2(34) **RE** - Career Ideas CK

W - Transport



W(2)	Useful websites: transport and logistics (2016)	CK
WB(1)	Warehouse work - Job Facts (2016)	CK
WB(2)	Routes into warehouse work and logistics (2014)	CK
WB(3)	Postal worker - Job Facts (2016)	CK
WB(4)	Local forklift truck training (2016)	CK
WB(9)	Plain guide to warehousing and logistics - Job Market Information (2016)	NCS
WB(10)	Driving jobs - Job Facts (2016)	CK
WE(3)	Plain guide to driving jobs - Job Market Information (2016)	NCS

General Information

(including useful careers websites)

December 2017

General Information

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Choosing Leaflets

These notes will help you to decide which leaflets to use:

Career Extras



The main general information series. Covers a wide range of topics including study, training and funding

Plain Guide to...



Latest information about trends in work across Yorkshire and the Humber region

Jobsearch Hints



Brief information about different aspects of job search **aimed at young people** in the Calderdale and Kirklees areas

Job Search Hints and Tips



Brief information about different aspects of job search across Yorkshire and the Humber region

Apprenticeships



Brief information about apprenticeships in specific work areas

Street Facts



Information about help and advice agencies

C&K Careers Job Search Hints and Tips



Brief information about different aspects of job search in the Calderdale and Kirklees areas

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General Information

Code

ZC	Career choices and change
ZE	Qualifications and education: distance learning and secondary, further, higher and adult education
ZF	Free time, voluntary work and retirement
ZH	Health
ZJ	Housing
ZL	Law, equality and your rights
ZM	Money: budgets, banking and money for learning
ZR	Relationships: childcare
ZT	Travel and transport
ZW	Work
ZW2	Work-based learning: apprenticeships and pre-apprenticeship programmes
ZW3	Job hunting: applications, interviews and advice for the unemployed
ZW4	Job vacancies, placing services
ZW5	Ways of working
ZW6	Self employment
ZW7	Employment rights
ZW8	Employment trends



ZC - Career choices and change

ZC2 - Options 13+

ZC2(1)	Choosing your options in Year 8 or 9 (2016)	CK
ZC2(2)	Directions 2018: choosing your options in Year 8 or 9 - Booklet (2017)	CK
ZC2(3)	Getting started in careers 2018: decisions in Year 8 or 9, information for parents and carers - Booklet (2017)	CK
ZC2(10)	Animal care - Career Ideas (2016)	CK
ZC2(11)	Art and design - Career Ideas (2016)	CK
ZC2(12)	Biology - Career Ideas (2016)	CK
ZC2(13)	Business - Career Ideas (2016)	CK
ZC2(14)	Catering - Career Ideas (2016)	CK
ZC2(15)	Chemistry - Career Ideas (2016)	CK
ZC2(16)	Childcare - Career Ideas (2016)	CK
ZC2(17)	Construction - Career Ideas (2016)	CK
ZC2(18)	Dance - Career Ideas (2016)	CK
ZC2(19)	Design and technology - Career Ideas (2016)	CK
ZC2(20)	Engineering - Career Ideas (2016)	CK
ZC2(21)	English - Career Ideas (2016)	CK
ZC2(22)	Food preparation and nutrition - Career Ideas (2016)	CK
ZC2(23)	Geography - Career Ideas (2016)	CK
ZC2(24)	Hairdressing and beauty therapy - Career Ideas (2016)	CK
ZC2(25)	Health and social care - Career Ideas (2016)	CK
ZC2(26)	History - Career Ideas (2016)	CK
ZC2(27)	ICT - Career Ideas (2016)	CK
ZC2(28)	Maths - Career Ideas (2016)	CK
ZC2(29)	Media studies - Career Ideas (2016)	CK
ZC2(30)	Modern languages - Career Ideas (2016)	CK
ZC2(31)	Motor vehicle - Career Ideas (2016)	CK
ZC2(32)	Music - Career Ideas (2016)	CK
ZC2(33)	Performing arts - Career Ideas (2016)	CK
ZC2(34)	Photography - Career Ideas (2016)	CK
ZC2(35)	Physics - Career Ideas (2016)	CK
ZC2(36)	Religious studies - Career Ideas (2016)	CK
ZC2(37)	Science - Career Ideas (2016)	CK
ZC2(38)	Sport and Leisure - Career Ideas (2016)	CK
ZC2(39)	Textiles - Career Ideas (2016)	CK
ZC2(40)	Travel and tourism - Career Ideas (2016)	CK

ZC3 - Options 16+

ZC3	Decisions in Year 11 2018: a guide for parents and carers to post-16 options - Booklet (2017)	CK
ZC3(1)	Year 11 careers calendar 2018 (2017)	CK
ZC3(2)	A quick guide to options at 16+ (2017)	CK
ZC3(3)	A quick guide to qualifications 16+ (2017)	CK

ZC3(4)	Get Ahead 2018: entry level and level 1 opportunities - Booklet (2017)	CK
ZC3(9)	Get Organised 2018: your options after Year 11 - Booklet (2017)	CK
ZC3(10)	Choosing level 3 courses after Year 11 (2016)	CK
ZC3(11)	Not in employment, education or training 16-17? - Street Facts (2017)	CK

ZC4 - Options 18+

Also see:	UniFAQs - Booklet ZE7(2)	CK
	JobFAQs - Booklet ZW3(5)	CK

ZC5 - Career choices for adults

ZC5(7)	Job ideas if you don't have many qualifications (2016)	CK
ZC5(8)	Midlife careers review (2017)	NCS

ZC7 - Careers information guides

ZC7(2)	Learning and career information online (2016)	CK
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ZE - Qualifications and education



ZE(1)	Useful websites and contacts: education (2016)	CK
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ZE4 - Qualifications

ZE4(1)	Qualifications at levels 1-3 (2016)	CK
ZE4.5(1)	Overseas qualifications: NARIC (National Recognition Information Centre) (2016)	CK

ZE6 - Further education and adult education

ZE6(1)	Writing a personal statement for the profile on UCAS Progress (2017)	CK
☞ZE6.1	What next? 2018: opportunities in Kirklees for students with severe or profound learning difficulties - Booklet (2017)	CK
ZE6.1(1)	Reading, writing and numbers - Street Facts (2016)	CK
ZE6.2(1)	Learning for adults (2016)	CK
ZE6.2(2)	English and maths for adults (2016)	CK
ZE6.2(3)	Coping with life as a mature student (2017)	CK
ZE6.2(4)	Access to higher education courses (2016)	CK
ZE6.2(5)	The University of the Third Age (U3A) and The Third Age Trust (2017)	CK
ZE6.3(1)	Distance and open learning (2016)	CK

ZE7 - Higher education

ZE7(2)	UniFAQs entry 2018: frequently asked questions about higher education - Booklet (2017)	CK
☞ ZE7(3)	Unifacts for parents 2018: higher education entry - Booklet (2017)	CK

ZE7(6)	The UCAS Tariff (2017)	CK
ZE7(8)	Higher education is it for me? (2017)	CK
ZE7(9)	Study overseas (2017)	CK
ZE7(11)	Choosing higher education (2016)	CK
ZE7(15)	UCAS (2016)	CK
ZE7(16)	UCAS applications: personal statements (2017)	CK
ZE7(20)	Applying for higher education courses in art and design (2016)	CK
ZE7(22)	HE ideas with applied science (2017)	CK
ZE7(23)	HE ideas with art and design (2017)	CK
ZE7(24)	HE ideas with biology (2017)	CK
ZE7(25)	HE ideas with business (2017)	CK
ZE7(26)	HE ideas with chemistry (2017)	CK
ZE7(27)	HE ideas with childcare and education/children's play, learning and development (2017)	CK
ZE7(28)	HE ideas with computer science/computing/IT (2017)	CK
ZE7(29)	HE ideas with economics (2017)	CK
ZE7(30)	HE ideas with English (2017)	CK
ZE7(31)	HE ideas with geography (2017)	CK
ZE7(32)	HE ideas with health and social care (2017)	CK
ZE7(33)	HE ideas with history (2017)	CK
ZE7(34)	HE ideas with languages (2017)	CK
ZE7(35)	HE ideas with maths (2017)	CK
ZE7(36)	HE ideas with media (2017)	CK
ZE7(37)	HE ideas with music (2017)	CK
ZE7(38)	HE ideas with PE/sport (2017)	CK
ZE7(39)	HE ideas with performing arts (2017)	CK
ZE7(40)	HE ideas with physics (2017)	CK
ZE7(41)	HE ideas with politics (2017)	CK
ZE7(42)	HE ideas with psychology (2017)	CK
ZE7(43)	HE ideas with religious education (2017)	CK
ZE7(44)	HE ideas with sociology (2017)	CK

ZF - Free time, voluntary work, retirement



ZF(1)	Useful websites and contacts: free time (2016)	CK
ZF1(1)	Spare time ideas for young people in Kirklees - Street Facts (2016)	CK
ZF1(2)	Spare time ideas for young people in Calderdale - Street Facts (2016)	CK
ZF2(1)	Looking for voluntary work (2017)	CK
ZF2(3)	Volunteering (2017)	NCS

ZH - Health



ZH(1)	Useful websites and contacts: health (2016)	CK
ZH1(1)	Good health! - Street Facts (2017)	CK
ZH1(2)	Stressed - feeling down? - Street Facts (2017)	CK
ZH4(1)	Relationships and safe sex - Street Facts (2017)	CK
ZH5(1)	Drinking too much? - Street Facts (2016)	CK
ZH5(2)	Smoking - Street Facts (2017)	CK

ZH5(3)	Drugs - Street Facts (2017)	CK
ZH8(1)	Stay safe - Street Facts (2016)	CK

ZJ - Housing



ZJ(1)	Useful websites and contacts: housing (2016)	CK
ZJ1(1)	Are you 16-17, homeless or looking for accommodation in Kirklees? - Street Facts (2016)	CK
ZJ1(2)	Are you 16-17, homeless or looking for accommodation in Calderdale? - Street Facts (2016)	CK

ZL - Law, equality and your rights



ZL(1)	Useful websites and contacts: law, your rights and citizenship (2016)	CK
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ZM - Money



ZM(2)	Useful websites and contacts: money (2016)	CK
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ZM4 - Money for learning 16-18

ZM4.1(1)	Money for learning 16-18 (2016)	CK
ZM4.2(1)	Money for learning 19+ (2016)	CK

ZM5 - Finance for higher education

ZM5(1)	Student finance 2017 (2016)	CK
ZM5(9)	Sponsorships and other financial support for higher education courses (2016)	CK

ZR - Relationships



ZR(1)	Useful websites and contacts: relationships (2016)	CK
ZR5(1)	Childcare in Calderdale and Kirklees (2016)	CK

ZT - Travel and transport

ZT(1)	Useful websites and contacts: travel and transport (2016)	CK
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ZU - Where to get help

ZU(1)	Support services and helplines (2017)	CK
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ZW - Work

ZW(1) Useful websites and contacts: **work and training** (2016) CK

ZW1 - Work and work experience under 16

ZW1.1(1) **Part-time jobs for students 13+** - Street Facts (2017) CK

ZW2 - Work-based learning: apprenticeships and pre-apprenticeship programmes

ZW2(1) **Apprenticeships - the facts** - Apprenticeships (2017) CK

ZW2(2) **Top tips for finding a job or apprenticeship** - Apprenticeships (2017) CK

ZW2.2(3) **Apprenticeships and Traineeships in Calderdale and Kirklees** - Apprenticeships (2017) CK

ZW2.2(4) **Applying for apprenticeships: questions to ask at interview** - Apprenticeships (2017) CK

ZW2.2(5) **Farming and gardening** - Apprenticeships (2016) CK

ZW2.2(6) **Animal care** - Apprenticeships (2016) CK

ZW2.2(7) **Hospitality and catering** - Apprenticeships (2016) CK

ZW2.2(9) **Retail** - Apprenticeships (2016) CK

ZW2.2(10) **IT** - Apprenticeships (2016) CK

ZW2.2(11) **Hairdressing and barbering** - Apprenticeships (2016) CK

ZW2.2(12) **Care assistant** - Apprenticeships (2016) CK

ZW2.2(13) **Childcare** - Apprenticeships (2016) CK

ZW2.2(14) **Warehouse work** - Apprenticeships (2016) CK

ZW2.2(15) **Office work** - Apprenticeships (2016) CK

ZW2.2(16) **Sport and leisure** - Apprenticeships (2016) CK

ZW2.2(17) **Motor vehicle** - Apprenticeships (2016) CK

ZW2.2(18) **Textiles and sewing** - Apprenticeships (2016) CK

ZW2.2(19) **Bricklaying** - Apprenticeships (2016) CK

ZW2.2(20) **Joinery** - Apprenticeships (2016) CK

ZW2.2(21) **Painting and decorating** - Apprenticeships (2016) CK

ZW2.2(22) **Electrical installation** - Apprenticeships (2016) CK

ZW2.2(23) **Plumbing and heating and ventilation engineering** - Apprenticeships (2016) CK

ZW2.2(24) **Roofing, scaffolding, plastering, tiling, flooring etc** - Apprenticeships (2016) CK

ZW2.2(25) **Manufacturing** - Apprenticeships (2016) CK

ZW2.2(26) **Engineering** - Apprenticeships (2016) CK

ZW2.2(27) **Finance** - Apprenticeships (2016) CK

ZW2.3(1) **Looking for a job? Not ready? In Huddersfield area** (2017) CK

ZW2.3(2) **Looking for a job? Not ready? In North Kirklees area** (2017) CK

ZW2.3(3) **Looking for a job? Not ready? In Halifax area** (2017) CK

ZW3 - Job hunting

ZW3(3)	Job search and careers resources on the Internet (2017)	CK
ZW3(4)	Skills employers look for (2017)	NCS
ZW3(5)	JobFAQs 2017: level 3 leavers - Booklet (2016)	CK
ZW3(7)	Employment skills checklist (2017)	CK
ZW3(9)	Disclosing a criminal record (2017)	NCS
ZW3.1(3)	Application forms - on paper and online (2017)	NCS
ZW3.1(5)	Young person's guide to writing a CV (2016)	CK
ZW3.1(6)	A detailed guide to writing a CV (2015)	CK
ZW3.1(7)	Words for your CV (2017)	CK
ZW3.1(8)	A personal or skills profile for a CV (2017)	CK
ZW3.1(9)	Cover letter (2017)	CK
ZW3.1(10)	Writing for a job or apprenticeship (2017)	CK

ZW3.2 - Interviews and selection

ZW3.2(1)	Interviews (2017)	NCS
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ZW3.3 - Selection and assessment including tests

ZW3.3(1)	Psychometric testing and selection tests (2017)	NCS
ZW3.3(4)	Job hunting for graduates (2015)	NCS

ZW4 - Job vacancies

ZW4.1(2)	Job search planner (2017)	NCS
ZW4.1(3)	Using social media (2017)	NCS
ZW4.1(4)	Useful job search websites (2017)	NCS
☞ ZW4.1(7)	Where to look for sector information and job vacancies journals, newspapers and websites (2014)	CK

ZW4.3 - Employment agencies

ZW4.3(1)	Local recruitment agencies (2017)	CK
ZW4.3(2)	Recruitment agencies and consultancies specialising in management and professional level vacancies (2016)	CK

ZW5 - Work and ways of working

ZW5.3(1)	Plain guide to homeworking - Job Market Information (2016)	NCS
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ZW6 - Self employment

ZW6(1)	16-19 Thinking of setting up your own business? - Street Facts (2017)	CK
ZW6(3)	Working for yourself (2016)	CK
ZW6(4)	Plain guide to working for yourself - Job Market Information (2016)	NCS

ZW7 - Employment rights

ZW7(1)	Your rights and responsibilities at work - Street Facts (2017)	CK
ZW7.2B(4)	Working hours for young workers 16-18 - Street Facts (2017)	CK
ZW7.3(2)	Redundancy (2016)	NCS

ZX - Abroad

ZX(1)	Useful websites and contacts: abroad (2016)	CK
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