



## **A-C**

### **Advanced Level/ A Level/ AS Level**

Qualifications at level 3 that are usually studied at age 16 to 18 in schools and colleges. These are often used for entry to higher education.

### **Apprenticeship**

An apprenticeship is a job or work placement that involves taking a recognised qualification with a recognised training provider, college or university.

### **BTEC (Business and Technology Education Council)**

A well known examination board that awards vocational qualifications, such as BTEC Diplomas. Part of the Edexcel exam board.

### **Career**

Your career will cover the things you do with your life and may include full-time study, employment, a year out, voluntary work, unemployment or time spent raising a family or being a carer.

### **Careers adviser**

Careers advisers work in schools, colleges and in the community to help 13 to 19 year olds.

### **College of further education**

Institution offering courses for those aged 16+ on a full or part-time basis. Some specialise, for example in art, building, music or agriculture.

### **Careers Service**

An information, advice and guidance service to help people aged 13 to 67 plan their career path.

### **Careers resource centre**

An area in school that you can go to for information about careers and other issues that may affect young people.

### **Careers Resource Centre Index (CRCI)**

A classification system that is used to store information in the careers resource centre.

### **CV (Curriculum Vitae)**

A short document that sets out your qualifications and experience that can be used when applying for jobs.

## **D-F**

### **Degree**

A level 6 qualification that is awarded by a university or college of higher education. Degree titles vary, for example Bachelor of Arts (BA) or Bachelor of Science (BSc).

### **Degree apprenticeship**

An apprenticeship that includes learning in work and studying for a degree.

### **Directions**

Booklet written by C&K Careers that aims to help Year 8/9 students to choose courses for Years 10 and 11.

### **Discrimination**

Means you are treated less favourably or worse than another person. Discrimination may happen in many situations. There are laws to protect you if you are discriminated against. It is nearly always against the law to discriminate against someone in education, training and employment because of their race, age, gender, disability, religion or belief, or sexual orientation.

### **Employment**

Usually means work that you do and are paid for. It may be full-time, part-time or on a casual basis. There are laws to protect your rights at work and your health and safety.

### **EET (Education, Employment and Training)**

Term used to describe young people aged 16 or 17 who have stayed in learning after Year 11 and who are on a course of study, training such as an apprenticeship or job with training.

### **Equal opportunity**

Equal opportunity means that people can reach their full potential and are not treated less favourably than others. There are laws to protect you against discrimination. Don't hold yourself back by sticking to old fashioned ideas of 'men's work' and women's work'.

### **FL (Foundation Learning)**

This is a programme of activities and training to help 16 and 17 year olds progress into work, training or further study. A Personal Adviser (PA) will refer you to FL if it is the right course for you.

### **Functional skills**

These are basic skills up to level 2 that everyone needs. They include English, maths and for anyone for whom English is not their first language there is English for speakers of other languages,

### **Further education**

Education after the age of 16 and below degree level.

**Further education college**

Institution offering courses on a full or part-time basis for those aged 16 plus and below degree level. Most offer a range of courses and some specialise in subjects like art, building, agriculture or music.

**G-N****GCSE**

General Certificate of Secondary Education – GCSEs the qualifications most students take in Years 10 and 11.

**Get Ahead**

Booklet from C&K Careers that is aimed at 16 and 17 year olds who are looking for courses and training at entry level, foundation or level 1.

**Get Organised**

Booklet published every year by C&K Careers that has details of all the options after Year 11.

**Gap year**

Usually a year between advanced level study and the start of university. The time may be spent travelling, working or volunteering.

**Higher education**

Study at level 4 and above that you usually do at a university.

**Interest questionnaire**

Matches your interests, likes and dislikes to careers. Often available on computer in schools and colleges; look for computer programs such as JED.

**JED**

Computer program that matches your interests, likes and dislikes to careers. Often available on computer in schools and colleges.

**Jobcentre Plus**

Government service to help those looking for a job and who may want to claim benefits, such as Universal Credit. Under 18s should go to their nearest careers centre.

**Job hunting skills**

Things you need to be able to do when applying for jobs and going for an interview including being able to write a CV, complete an application form and do well in an interview.

**Labour market information (LMI)**

Information about trends and changes in skills and work.

**Learner bursaries**

Money to help full-time students aged 16 to 19 most in need, including those on work-based Foundation and Pre-Foundation Learning programmes.

**Mentor**

Person offering personal support and help.

**National Careers Service**

Website and telephone helpline offering help about careers and jobs, including job profiles and course information

**National Citizen Service**

A two to four week programme for 15 to 17 year olds run in school/college holidays. It usually includes a three/five-day residential doing challenges and community work in your local area.

**National curriculum**

A set of subjects and standards used by primary and secondary schools so all pupils learn the same things. It covers what subjects are taught and the standards pupils should reach in each subject.

**National insurance number**

Unique number sent to everyone around their 16th birthday. Once you earn over a certain amount a week you pay a contribution to qualify for certain benefits and the State Pension.

**National Living Wage**

is paid to workers who are over 25, it is higher than the National Minimum Wage.

**National Minimum Wage**

An hourly minimum pay rate for those aged 18 to 20, 21+. 16 and 17 year olds have a development rate. Apprentices have an apprentice rate.

**NEET - Not in Education, Employment or Training**

Term used to describe 16 and 17 year olds who are not yet in learning or work-based training.

**Nexus-in-school**

An extended work experience programme for Year 11 pupils who may benefit from practical, hands on learning with an employer, for part of the school week.

**O-T****Occupation**

A job or profession. Occupational courses or qualifications like VQs (vocational qualifications) prepare you for a specific job.

**Online prospectus**

Every local council area has a website with details of local learning opportunities for 14 to 19 year olds. Many areas including Calderdale and Kirklees use [www.ucasprogress.com](http://www.ucasprogress.com)

**Open day or open evening**

A time to visit a school, college, university or training provider to find out what education or training courses they offer.

**Prospectus**

Book or booklet with details of courses offered. Many of these are also online.

**Qualifications**

Awards that show you have achieved a level of knowledge or skill.

**Routes at 16**

Ways to move your career forward. The main ones include taking a full-time course or doing an apprenticeship or job with training leading to recognised qualifications.

**Raising the Participation Age (RPA)**

RPA means you will have to stay in learning until 18th birthday. This could be full-time, an apprenticeship, job with accredited training or voluntary work or self-employment, you also have to study for an accredited qualification while doing these.

**School leaving date**

The last Friday in June of Year 11. You should not start full-time work with training before this date. You can do part-time jobs at age 13 but there are rules to protect your health and safety. Work permits are available from your local council, details are on their website. Raising of the Participation Age means you will have to stay in learning until your 18th birthday.

**Self-assessment**

Often used to describe time spent thinking about your skills, ability and personality, so you can see which jobs may be best for you.

**Self-employment**

Working for yourself in your own business or on a freelance basis.

**Sixth form**

Term used in schools for Years 12 and 13.

**Sixth form college**

College offering courses for 16 to 18 year olds (Years 12 and 13).

**Skills**

Things you are able to do. Some such as IT skills, literacy (English) and numeracy (maths) are important for everyone. Other skills can be more job specific.

**Supported internship**

Extended training for people with a learning disability, aged 18 to 24. It includes learning that is made up of an unpaid work placement of at least six months and study that, where possible, leads to a relevant qualification and includes the chance to improve your English and maths.

**Training provider**

An organisation that arranges the training and assessment of work-based learners, such as apprentices.

**U-Z****UCAS (University & College Admissions Service)**

An organisation that handles applications for all full-time courses of higher education in the UK. Their website [www.ucas.com](http://www.ucas.com) has lots of information about university.

**University**

An institution offering full and part-time courses of higher education. Most students entering university are aged over 18 and have advanced level qualifications.

**Vocational**

Vocational is usually used to mean that something is work-related.

**Vinspired**

An organisation that arranges voluntary work for 16 to 25 year olds across the UK. [www.vinspired.com](http://www.vinspired.com)

**Volunteering**

Unpaid work that can be done in a variety of settings. A way to gain experience for a job or course or personal development.

**Work-based learning**

Learning that is usually a mix of work experience and off-the-job training at a college or training provider such as an apprenticeship.

**Work experience**

The opportunity to sample the world of work for up to two weeks in Years 10 or 11.

**Work permit**

Young people aged 13 and under school leaving age need to get a work permit for any part-time jobs they do.

**Young apprenticeships**

A programme of learning for 14 to 16 year olds who want to learn skills for a specific job and gain qualifications such as VQs (vocational qualifications). Not all schools offer these.

**Young People's Services**

Each local council has a team of youth workers who arrange a wide range of activities for young people.

**Z Codes**

Careers Resource Centre Index codes that are used to classify information about education, career choice, work and life style issues (codes A–W are used to classify information about specific jobs and careers).