

Training and education
for 16 to 18-year-olds

Finding the right fit



A flying start



The choices for 16 to 18-year-olds are changing

Young people are now expected to do some kind of training or education right up to their 18th birthday, even if they work.

This doesn't mean they have to stay on at school. And it doesn't stop them getting a job at 16 or 17. But it gives them a chance to keep learning – in a way that suits.

Why?

Evidence suggests that people earn more over their whole lifetime if they train or study from 16 to 18.

The choices

There are several choices – including classroom learning, or practical, job-related learning for the more hands-on.

The main choices are:

- full-time education, such as school or college
- an apprenticeship or traineeship
- full-time work or volunteering plus part-time education or training.

A step in the right direction



What are the choices at 16?

Full-time further education

Young people can go to college, school sixth form or sixth-form college to do:

- **general qualifications** – A levels or GCSEs, developing knowledge in academic subjects (for example maths, law or science)
- **vocational courses** – developing knowledge and skills that involve learning about a particular area of work (for example creative media or plumbing)
- **other courses and qualifications** – colleges and other learning organisations have a wide range of other courses (for example City & Guilds or Essential Skills).

Find out more at manchester.gov.uk/education

Work with training

- **Apprenticeships** – employed and paid to attend work most of the time, alongside time in the classroom (normally one day a week) to learn the skills and gain the qualifications needed for a specific job at level 2 or 3. Potential to complete a higher apprenticeship in the future. Find out more at manchester.gov.uk/apprenticeships
- **Traineeships** – up to six months' unpaid training, normally in a workplace, to develop the skills needed to move on to an apprenticeship. Find out more at gov.uk/find-traineeship
- **Full-time work or volunteering combined with part-time education or training** – employed or volunteering for at least 20 hours a week. Young people would also need to continue in some formal learning alongside this. This could be learning in the workplace or at college, and should be at least 280 hours over a whole year.

Finding a future that fits



Help to decide

The school can explain the choices further. Young people have to decide the right mix of learning or work – or both – that’s right for them between the ages of 16 and 18. As a parent, you must guide and support them to make the right decision.

They need to think about how the training or education they choose matches their future career plan.

Help and information is also available from the National Careers Service at nationalcareersservice.direct.gov.uk

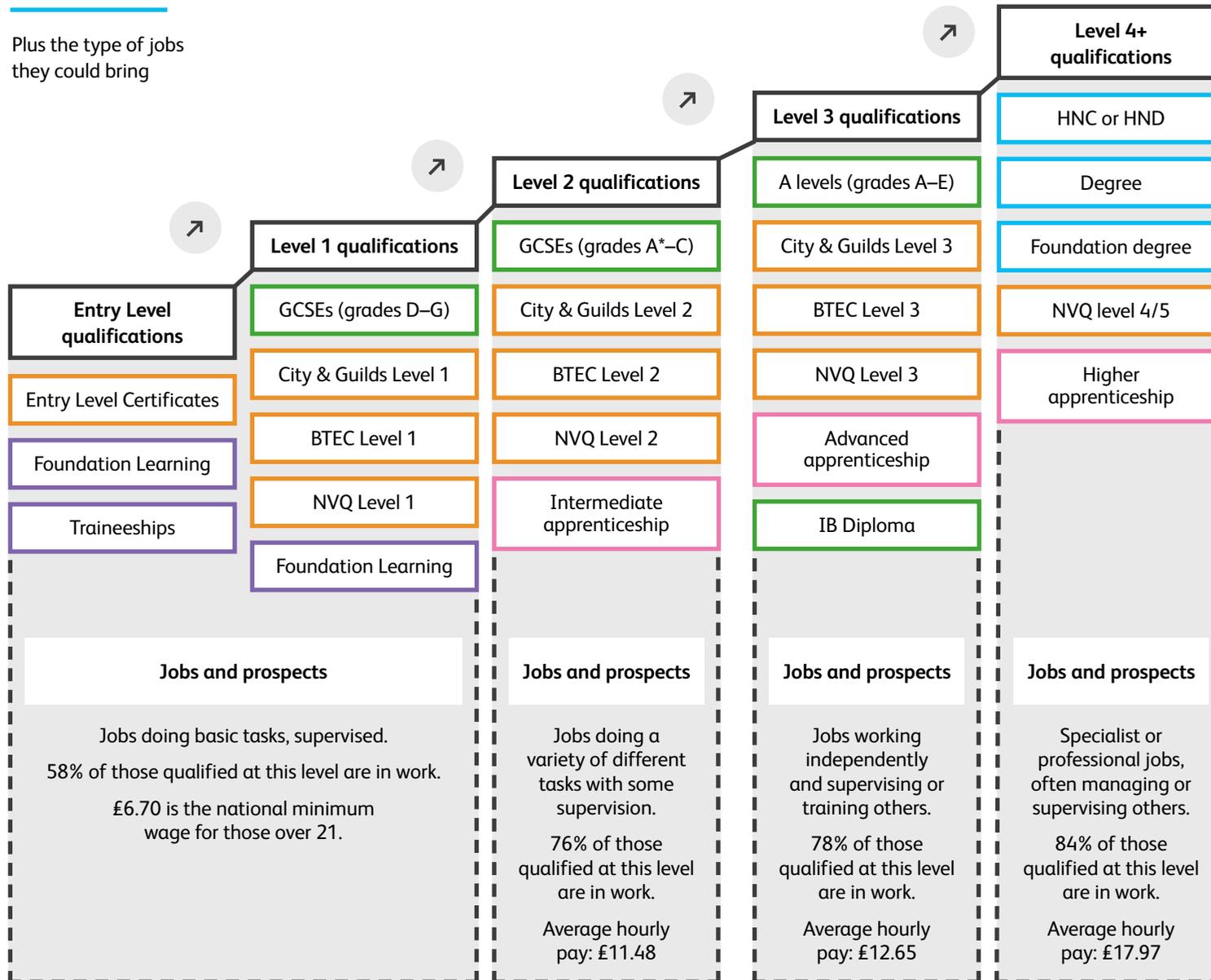
What employers want

Employers also want to employ people with these skills and qualities:



Choice of training and qualifications

Plus the type of jobs they could bring



Key

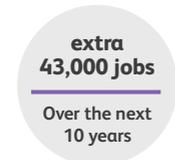
- GCSE = General Certificate of Secondary Education
- BTEC = Business and Technology Education Council
- NVQ = National Vocational Qualification
- A level = Advanced level
- HNC/D = Higher National Certificate/Diploma
- IB = International Baccalaureate

- Foundation Learning
- Vocational qualifications
- General qualifications
- Apprenticeships
- Higher education

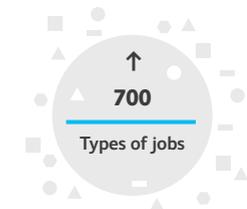
A kick-start to working life



Where will the future jobs be?



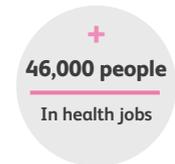
**Manchester
jobs market**



**in the
construction sector**



**financial and
professional sector**



**second largest
employment sector**



**financial and
professional sector**



**ICT and
digital sector**

Continued

We expect 43,000 extra jobs to be created in Manchester over the next ten years. There will be many types of work, but we expect four areas to grow strongly:

Business, financial and professional

A wide variety of careers such as banking and fund management. Jobs include accountants, insurance underwriters, lawyers, legal secretaries, surveyors, office administrators, bank staff and customer-service staff.

Construction

700 different types of jobs including architects, project managers, quantity surveyors, bricklayers, joiners, computer-aided designers, IT workers and customer-service staff.

Science and research

Covers research and development, product and process development, scientific sales and commercial roles such as finance, human resources, IT and marketing.

Creative and media

A wide group of businesses where skills and talents create goods and services – direct to the public or to other businesses. Jobs include product designers, graphic designers, photographers, advertising and marketing, and film and TV.

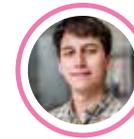
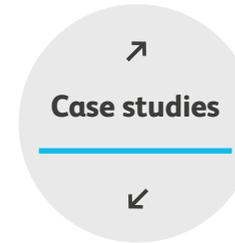


Natasha Swain took up a higher apprenticeship as a construction site manager

Natasha works for Kier Construction on a trainee site manager apprenticeship. She began her apprenticeship at 20, after attending an open day at Trafford College.

Natasha is also studying for a degree in project management, which is sponsored by her employer. The apprenticeship and the degree course are developing Natasha's management, organisation and planning skills, and after she graduates she hopes to move on to managing her own construction site.

"My apprenticeship has allowed me to practise and develop, to learn on the job and to take on more responsibility as I progress. I love that no two days are the same – it's a busy job, but it is very rewarding! I would advise people to take their time deciding what they want to do, and to look for something that they find interesting."



Mattlok Harvey continued in education

Mattlok Harvey is studying for a dentistry degree at King's College London.

"In school I did a work placement in an office, which made me realise that I wanted to do something more practical."

"I went on to study maths, chemistry, biology and physics at college. I loved biology, which led me to consider dentistry. While at college, I spent a week observing a dentist, which helped me realise that dentistry was for me."

"I love my dentistry course. After five years, graduating students are ready to work as a dentist. My advice to other young people would be to get some work experience and figure out what you like and don't like."



Lovish Saini is studying graphic communication and hopes to start his own business

"After doing my GCSEs I decided to go to Manchester Creative Studio, which offers courses in the creative and digital sector, and combines academic subjects with work experience in industry. I'm learning about design, illustration, branding and advertising, photography and motion graphics – we learn all the things you would on a traditional college course, but we get to apply the theory to actual work given to us by clients."

"The studio has also allowed me to develop my business skills, and put me in contact with industry professionals and organisations to support me and help make my ideas come to life."

Following in the right footsteps



Get off on the right foot



How will these new rules affect family finances?

Your family finances may change depending on the option your son or daughter chooses at 16.

If eligible, you will continue to receive Child Benefit after your son or daughter reaches 16, as long as they stay in full-time education at school or college, or on an approved training course. At the present time, you cannot claim Child Benefit for a son or daughter who starts an apprenticeship. Any Tax Credits you get will be affected by the loss of Child Benefit.

To check how your family finances will be affected when your son or daughter reaches 16, visit manchestercab.org.uk

Help family finances stretch further

Grants and bursaries

Education or training providers have access to two bursaries that your son or daughter may be eligible for. Speak to Student Services to find out more, or visit gov.uk/1619-bursary-fund

Help with travel

Whatever your son or daughter decides to do, they can find out about concessionary and discounted fares at tfgm.com/journeyplanner

Cycling

Cycling is a cheap, healthy and convenient travel option. Get hints and tips, information on cycle training and cycle routes, and find out where to get cheap recycled bikes at cycling.tfgm.com

Walking

Walking to college or work is also a cheap and healthy travel option. Find out about walking routes at tfgm.com/walking



manchester.gov.uk/rpa