

# careermag for parents

## Features

Work experience  
Getting to Open Days  
Diversity & Inclusion  
Coping with stress during COVID-19  
Wellbeing & the Great Outdoors  
Getting an apprenticeship

## 4 SECTOR SPOTLIGHTS:

Pharmaceutical Industry  
Accountancy  
Hospitality  
Automotive

# Explore your teenager's options...



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**PiXL**  
**FUTURES**

**April 2020**

Issue 3



# Civil Engineers Shaping the World

**Civil engineering is an exciting career.** Designing, building or solving problems – it's a truly rewarding vocation that transforms lives.

A civil engineering **apprenticeship** is a great way to enter the profession, for young people to **earn while they learn**.

What's more, the Institution of Civil Engineers supports apprentices on their path to a professional qualification to help them **stand out from the crowd**.

- Civil engineers earn an average salary of £46,369\*
- Civil engineers are in demand across the UK and the world
- Professionally qualified engineers have high status similar to doctors and lawyers

\*The Engineer Salary Survey 2019



**Frances Ratcliffe, Lead Consultant, Fife Council**

Apprenticeships are a fantastic way to develop staff. While apprentices study, they also provide a valuable service for us, and by the time they complete their studies, they not only have the academic qualifications we need but have experience in practice too.

I enjoy playing a role in improving my surroundings as a civil engineer. An apprenticeship is the perfect mix of practical experience and education which will develop you into a highly trained, capable engineer.



**Umar Malik, Apprentice, AECOM**

**Civil engineers transform lives**  
Find out how ICE can transform yours

[ice.org.uk/future#apprenticeships](https://ice.org.uk/future#apprenticeships)

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# Online Support

**In 2019, research conducted by The Education Policy Institute demonstrated that there can be up to an 18 month academic divide between students who come from lower income backgrounds and their classmates. If nothing is done imminently to address this, at the current rate, the same study suggested that it will take up to 500 years for this gap to close.**

As a parent, when it comes to your child’s education, you only ever want what’s best for them, but subsidising your child’s learning with extra-curricular private tuition can be expensive and is not always available when your child needs it. So besides becoming an expert in your child’s subjects and helping with their homework or revision yourself, what’s the alternative?

**That’s where Peer Tutor comes in.**

### **Promoting possibilities**

Peer Tutor is a brand new peer-to-peer learning app, wholly owned by educational charity NCFE, which provides young people with around the clock access to tailored learning support, connecting them ‘on demand’ with a DBS checked and verified peer tutor to answer their questions in real time or even deliver live lessons using high quality learning resources endorsed by Collins.

Designed to provide a low cost, high quality alternative to traditional tutoring, Peer Tutor has been created with accessibility in mind, to help provide equal opportunities to out of hours learning for everyone.

Ideal for students looking for learning support outside of the classroom, Peer Tutor is operated on a credit-based, pay as you learn system. Parents can purchase ‘gems’ to exchange for question and answer based support, essay feedback or a 30-minute live tutoring session in a virtual classroom,

all delivered through the app by fellow students who have passed their own exams at Level 6 (Grade B) or above.

### **Safe and secure**

As a concept, peer tutoring is already used all over the world so that students can help other students consolidate what they have learnt in the classroom and get ahead in their studies. Through the power of technology, we wanted to widen its appeal and make the benefits of peer-to-peer learning accessible to everyone to create a better balance in students’ learning experiences.

We’ve worked really hard to develop the app in line with the needs of not just learners, but parents too. We take online safety very seriously and have built-in a number of security features, including the latest AI screening technologies to moderate documents and feedback to ensure that young people stay safe while using the app.

### **Looking forward**

Looking to the future, we’ve got grand plans for Peer Tutor. We’re constantly developing new innovative features to help improve young people’s learning experiences. We’re really excited by the possibilities that Peer Tutor can open up for young learners to help them further their lives and careers. You can find out more about the app and how it can help your teen at [www.peertutor.com](http://www.peertutor.com) – never let them get stuck on their homework again!



**Wayne Harrison**  
CEO and Founder at Peer Tutor



# #workwithus in the energy & utilities sector

## From apprentice to CEO

Mark Horsley started his career as an apprentice cable jointer. Today he's the Chief Executive of Northern Gas Networks

The energy and utilities sector offers:

- Great range of careers
  - Continuous development opportunities
  - A fantastic opportunity to work with cutting edge technology
- Come and find out more!**

### Career progression

The diversity of apprenticeships in energy & utilities is huge. You'll join a sector at the forefront of innovation and start on a career path that could see you go from apprentice to manager to CEO!

Visit: [careers.energyutilitiesjobs.co.uk](https://careers.energyutilitiesjobs.co.uk)

### Drive the change to a greener future

The sector will play a central role in helping solve the challenges facing our climate.



### Apprenticeships

Typical salaries while in training for those in an energy and utilities related apprenticeship were higher than all UK apprenticeships on average.\*

\*In 2011 average salaries while in training for most energy and utilities-related apprenticeships were higher than the average salary of all apprentices (£12,634 p.a.).

# Welcome to Careermag for Parents Issue 3

## It is a strange time.

**We are all isolating at home as a result of the coronavirus. Schools are closed except for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home. This means that parents have a critical role to play in educating their youngsters at home.**

Besides the academic requirements, now is a good time to spend time supporting our young people by discussing and researching opportunities for their future. It will be a different world when we come out of this (and we will come out) and it is bound to impact both education and the world of work.

It can be a difficult time advising when you don't know what you don't know! We hope this issue of Careermag for Parents will go some way to help give you: ammunition when making difficult decisions; clarification on the myriad of pathways; and inspiration about a range of careers and sectors. We certainly learned loads pulling it together!

Look out for our Sector Spotlights that dive deep into industry sectors to give you a good overview about them, the types of jobs available and how to get them - whether that be a vocational, academic, a 'year out' or straight into work. If university is not the path for your teen, we explain the apprenticeship process as an alternative.

One theme in this issue is diversity and inclusion (D & I). These are words we often hear, but may not know what it means for our young people. Read about Takeme2uni that gets parents organised to help each other carpool to university Open Days and hear from an expert who specialises in explaining what D & I means and how it affects everyone.

Our friend and expert, Brian Lightman, talks about work experience. What it means and how you can help as a parent. Brian is an ex-headteacher and consultant to schools, as well as head of PiXL Futures. He has a real passion about preparing young people for the world of work and his insight is invaluable.

Careermag is a Community Partner of PiXL Club, which is a partnership of over 1,400 secondary schools, 450 sixth forms, 900 primary schools and 50 providers of alternative education.

Rachel Johnson, Director of PiXL Club has this to say:

*There is no greater joy in education than watching young people thrive. Organisations like PiXL have the privilege of working with thousands of educational professionals who are committed to creating a 'better future and brighter hope' for your young people, to provide them with the opportunities and guidance that will enable them to feel equipped and move onto the next stages of their lives.*

*In PiXL schools, there are around 2 million young people, our hope for them is based on three Cs that we believe they need to be successful in life. CURRENCY - to get the best results they can manage so that they can progress to the next steps. CHARACTER - to help them be the best people they can be though helping them develop their leadership, organisation, resilience, initiative and communication. CULTURE - to help them understand how they can play a significant role in the community through showing kindness, respect and ensuring they don't cause deliberate harm to others.*

*We are invested in helping schools and their students be the very best they can be. As parents, you too have a huge role in this process, as we guide, shape, advise and support your child together, we believe that great things can and will happen.*

We all want to face the future positively and look after our young people. So on that note, let's work together to create a fantastic future for all!

We're all in this together. Make sure to follow [www.careermag.co.uk](http://www.careermag.co.uk) for lots of supporting information and subscribe to Careermag online to get newsletters and regular editions in your Inbox.

## Keep safe and well!



**If you want to feel valued and fulfil your potential, then Network Rail is the employer for you.**

Search Network Rail apprentices



**ISSUE 3** April 2020

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## About Careermag

Careermag publications are designed to provide quality, up-to-date information about careers and qualifications. Careers are not a linear path and you cannot know what you don't know. We aim to inspire and inform about all sorts of careers and opportunities, now and in the future. We look at all the pathways you can take, be that vocational, academic and/or professional.

We welcome your input! Please get in touch if you have any questions or something to contribute.

Contact the Editor at [info@careermag.co.uk](mailto:info@careermag.co.uk)

## Subscribe

If you would like to receive regular copies of Careermag direct to your Inbox, go to [www.careermag.co.uk/careermag](http://www.careermag.co.uk/careermag)

Careermag is an excellent resource for schools, colleges and sixth forms. If you would like to receive bulk print copies, email Jodie at [info@careermag.co.uk](mailto:info@careermag.co.uk)



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# 5 ways the outdoors can boost mental health and wellbeing in young people

**With the stresses and strains of everyday life, the mental wellbeing of young people is a significant concern, especially with as many as one in five 16 to 24 year olds suffering from anxiety or depression.**

An almost identical proportion of this demographic is physically inactive, engaging in less than 30 minutes of exercise per week. And in an age dominated by addictive stay-at-home technologies and social media, it's easy to see how young people opt out of exploring the outdoors.

Evidence shows that engagement with outdoor natural environments is beneficial for mental health and wellbeing: through a restorative effect, positive social contact and opportunities for physical activity. So, here we share some of the benefits of being outdoors for mental wellbeing.

## 1. HEALTHY BODY, HEALTHY MIND

A survey for Sport England found that, on average, the more active a person is, the more satisfied they are with their life. Countless other studies have demonstrated clear links between regular physical activities and reduced levels of the stress hormone cortisol, as well as increased levels of feel-good endorphins.

## 2. A GOOD NIGHT'S SLEEP

Natural light can help to regulate the production of melatonin, a hormone that plays a crucial role in controlling your body clock. Lack of exposure to natural light during the day can lead to insufficient melatonin levels at night, disrupting your sleep when your head hits the pillow, according to researchers at the Federal University of Rio Grande do Sul, Brazil.

## 3. RESILIENCE

Stepping outside your comfort zone requires mental and physical resilience. This is an essential attribute for aspirational young people who are looking to stand out from the crowd and are hopeful of a fulfilling career. After all, in 2015, the Confederation of British Industry reported that 61% of businesses were not satisfied with the resilience of young people. The Australian Journal of Outdoor Education published a study on the resilience of young males and their research showed that the participants' resilience significantly increased following an outdoor wilderness programme.

## 4. A NOSE FOR CALM

A stunning landscape is a pleasure for the senses – and not just because of the scenery. The mere smell of the countryside, from trees to fresh grass and green leaves to flowers, has been scientifically proven to reduce stress levels, according to Dr Nick Lavidis from the University of Queensland's School of Biomedical Science, after a seven-year research project.

## 5. UNLEASH YOUR CREATIVITY

Outdoor exercise, particularly in rural locations, can clear the cobwebs in the head as well as the muscles. Hikers scored 50% better on a creativity test after spending four days in nature, disconnected from the distractions of electronic devices, according to a study by psychologists from the University of Utah and University of Kansas.



So, there you have it – getting outside has many benefits and it's something we should encourage young people to do as much as possible.

Another way to do this is go on an Outward Bound Summer Adventure. Our classroom is the UK wilderness - the mountains, lakes and seas that surround our centres enable young people to connect to nature and be active outdoors, which both relieve stress and anxiety.

If you would like to find out more about how an Outward Bound Summer Adventure can support wellbeing, go to [www.outwardbound.org.uk/summeradventures](http://www.outwardbound.org.uk/summeradventures).



**THE  
OUTWARD  
BOUND TRUST**

# Students unlock their potential with Peer Tutor

**Students at Seaham High School have excelled through using Peer Tutor, a peer-to-peer learning app which helps young people progress and achieve in a safe and secure environment, anytime, anywhere.**

The innovative mobile app is a low cost, high quality alternative to traditional private tutoring, ideal for supporting young people through learning outside of the classroom.

Mia, a student at Seaham High School who has benefitted from Peer Tutor said: "I feel like I've been put at an advantage, not only in my exams but just in overall schoolwork because it's helped me develop a better outlook on work and questions."

The easy-to-use app provides students with access to personalised, one-to-one lessons, Q&A platforms and a feedback service, all provided by high-achieving students.

## Achieving brighter outcomes

Joanne Pyke, a teacher at the school commented: "Peer Tutor is a fantastic way for students to research themselves and look into their own work and be able to find out where they need independent revision and extra help. The students really see the benefits and the outcomes, and I see it too in their results."

Another student commented on the convenience and comfort of the mobile app as they don't necessarily have to talk to anyone face to face and they have their phone on them the majority of the time.

Isobel added: "From us using Peer Tutor and seeing the benefits of how it can help, I now want to help other students."

## Creating a level playing field

Wayne Harrison, Founder of Peer Tutor said: "I created Peer Tutor to help make a level playing field for young people. We believe that household income shouldn't dictate educational outcomes of young people.

"Research shows that the most disadvantaged students are almost 2 years behind their wealthier peers by the time they finish their GCSEs, however, students can make an additional 5 months progress when they work with a Peer Tutor. What's more, all peer tutors are DBS checked and verified so parents can rest assured knowing their child is safe."

***"I feel like I've been put at an advantage, not only in my exams but just in overall schoolwork"***



**peertutor**

**Choose Peer Tutor to give your child the homework support they need.  
Search Peer Tutor in the App Store or visit [peertutor.com](https://www.peertutor.com) for more information.**

# Work Experience

## Top Tips

**If your child is in secondary or post-16 education, it is probable that some form of work experience placement will be part of a planned careers education programme. Details should be published on their website.**

There are many reasons why a carefully planned work experience can have a positive impact for young people.

- 1. It can be a highly enjoyable and interesting experience**
- 2. It can help a young person to develop essential employability skills and personal qualities such as communication, confidence and maturity, team working, time management and problem solving**
- 3. It can motivate them to do well at school.**
- 4. It can help them to gain insights into the world of work and decide on potential career options**
- 5. And it looks great on a CV for the future!**

**What parents can do to help make work experience a success.**

**1** Don't expect your child to have a particular career in mind too early. Encourage them to keep an open mind about possible placements. Work experience is not necessarily about preparing for a specific job, although some work experience placements might be designed to offer insights into a specific career. More importantly, young people need a more general insight into what workplaces are like.

**2** Extensive research evidence shows that young people often consider careers which are not necessarily those where there are the greatest employment opportunities. Often career choices are led by gender stereotypes. For example, there is a large number of girls looking for careers in hair and beauty, and the same boys looking to work in the sports sector. Encourage your child to look as broadly as possible, especially explore workplaces about which they and you know less. Use publications like Careermag for parents to learn together. Your child's school can help to understand what the labour market looks like in your area.

**3** Remember that the world of work is changing rapidly and will undoubtedly have developed since you chose your career. Encouraging your child to have an open mind about opportunities for placements might open some exciting doors for the future. There are countless exciting opportunities which you can only find out about by going and having a look.



## WORK EXPERIENCE



**4** If there is an opportunity for your child to gain some experience through a visit or short placement to your workplace or that of one of the family this is great. Nevertheless, it is equally important that we as parents do not impose our view about which careers are right for our children. Encourage them to look into careers and industry sectors about which you know little or those which interest them, then let them tell you about them.

**5** Don't necessarily wait for the school to find a placement. Employers love it when young people show initiative and approach them directly. Schools work hard to find placements for students but realistically the best placements will go to those students who get to the front of the queue.

**6** Encourage and help your child to apply for their work experience placement early and prepare a high quality CV or letter of application if that is required. Explore what might be available in your area.

**7** Your child's school will almost certainly have visiting speakers and activities involving employers. Encourage your child to follow up any of these by asking the visitor if there is any chance of a placement or visit. Some may be willing to offer a placement during the school holidays.

**8** If your child has expressed an interest in one particular job, such as a doctor, ensure that they look more widely within that sector as well. For instance, there are countless types of highly qualified professional careers in healthcare which may be really interesting that you don't even know about and easier to access than a traditional route. It may well be easier to get a placement which provides an insight into some of these roles. In the past nearly all careers had recognisable titles such as doctor, accountant, teacher, butcher etc. Now many of the roles have much less obvious titles such as customer success manager or digital communicator. Often we forget that organisations employ a vast range of different types of job roles.

**9** Going into a workplace can be quite a nerve-racking experience for a young person. You can help them prepare for this and overcome these nerves by telling them what they might expect and drawing on your experience.

**10** Use every opportunity to talk to your child about the world of work and bring it to life. By helping to find answers to their questions and learning about the exciting opportunities out there, you will be doing a vast amount to help them on the way to happy fulfilled working lives.

**Brian Lightman, education leadership specialist, has been the General Secretary of ASCL and headteacher. He now looks after PiXL Futures.**

**PIXL  
FUTURES**

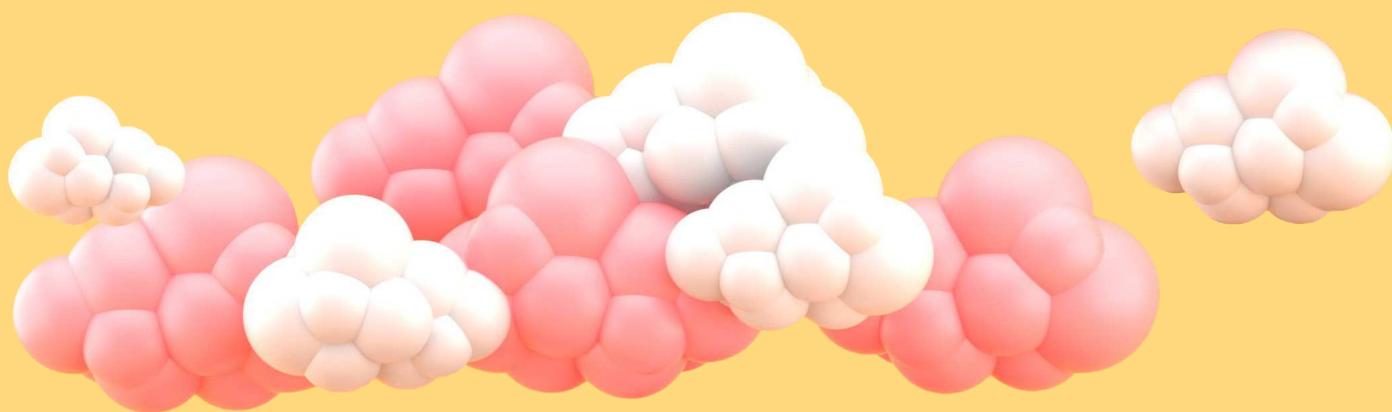


# Apprenticeships

What you need to know as parents, carers or guardians

**Deciding a career route can be extremely daunting for a young person, especially if they don't understand all the options available to them. Whether your child is a natural academic or prefers more hands on role - apprenticeships are a viable route. They give young people the opportunity to earn and learn without facing the potential burden of student debt.**





Apprenticeships are often overlooked as 'just for trades'. This couldn't be further from the truth. There are apprenticeships across hundreds of roles and sectors, and they aren't just for those who received 'poor grades'. You might be surprised to learn that there are apprenticeships at higher and degree level, meaning your child can secure a debt free degree while getting work experience. Getting accepted onto a Degree Apprenticeship can be more competitive than university places!

### **What should parents know about apprenticeships?**

Often, when young people turn to their parents, carers and guardians for career support, apprenticeships can be overlooked. This could be because of common misconceptions or old school views of what they are about. Apprenticeships are offered across a wide range of sectors, from business to IT, health and social care plus many more!

In addition, doing an apprenticeship does not mean you cannot go to university later. Often an apprenticeship offers industry specific qualifications that even graduates would need to gain.



## **FREQUENTLY ASKED QUESTIONS**

### **When can young people apply for apprenticeships?**

Apprenticeship applications can fall anytime of the year. It all depends on the employer and their specific intake. However, employers typically fall into one of the below categories:

#### **An annual recruitment cycle**

Large employers who offer higher and degree apprenticeships are most likely to use this approach. Each employer varies, however, normally they open up their applications from September to March with closing dates around October to May. Large employers offering degree and higher apprenticeships typically recruit well in advance to the apprenticeship start date. The apprenticeship start date is usually around early autumn which is a similar time to when students will be heading off to university.

It's worth remembering that some employers will close their vacancies before the deadline date if they fill their position. For this reason, it's best to apply as early as possible.

#### **Immediate start recruitment**

Companies looking for an intermediate or advanced apprenticeship and small employers typically use this approach. They recruit as and when they need an apprentice to start. Students looking for an apprenticeship should apply for these if they are immediately available to work full time.

#### **Ongoing recruitment**

Some employers choose to recruit on an ongoing basis. This means that they will accept applications at any time of the year, although there may not be anything available straight away. You might have to wait until a position comes up. This approach is likely to be used by larger employers.

### **How much do apprenticeships pay?**

The current minimum wage for an apprentice is £4.15. This applies to apprentices in their under the age of 19 or over the age of 19 and in their first year of the apprenticeship. If your child is aged 19 or over and has completed the first year of the apprenticeship then they will be paid the national minimum wage for their age. This is the minimum. Many employers pay more.

### **If my child does an apprenticeship, will it affect my Child Benefit?**

You'll stop receiving Child Benefits after your child turns 16 or on the 31st of August unless they continue approved education or training, but you **must** tell the Child Benefit Office. An apprenticeship is not considered as approved education or training, so if your child decides to do an apprenticeship you will not be entitled to receive financial support.

## **NEXT STEPS...**

Make sure to subscribe to Careermap for School Leavers. We make it our mission to provide issues packed with case studies, Sector Spotlights and other content to help inform.

If your child is still unsure about whether to do an apprenticeship or go to university, don't worry. Your child can keep their options open and apply for both. This gives them time to reflect on which route is right for them.

Apply for opportunities at  
[www.careermap.co.uk](http://www.careermap.co.uk)

# EXPLORE

## AN ALTERNATIVE ROUTE WITH LIFETIME TRAINING



**REGISTER YOUR INTEREST FOR AN APPRENTICESHIP TODAY!**



# Loving Hospitality

Where no two days are the same

**Hospitality: a fast-paced, friendly environment where no two days are the same. Enjoy flexible working hours and opportunities for rapid progression from entry-level positions.**

# About the hospitality sector

As one of the UK's largest employers, hospitality is here to stay. With more than 4.9 million jobs spread across the UK, you'll learn transferable skills to thrive in an industry that's nationwide.

From kitchens, bars, hotels, holiday parks and restaurants, work in a social environment alongside supportive and like-minded people.

The industry is booming, and the industry needs you. With a skills shortage across hospitality, there is opportunity for rapid progression. It's not unusual to be in a senior position well before you turn 30.

### WHAT CAN I DO?

Hospitality is incredibly varied. From big brands to independent businesses, you'll develop transferable skills and a job for life. Help to run top hotels, work front of house at restaurants and bars, start a career in the kitchen, or support big brands in their offices.

The settings are endless, whether it be events, conference centres, resorts, hotels, pubs, cafes, restaurants, or kitchens. Hospitality employers need a varied workforce to offer a high-quality service, so there are a range of roles on offer.

You may be preparing or serving food and drink, taking care of customers, or helping to manage the entire operation. With dedication you can rapidly move from team member to team leader and beyond.

### HOSPITALITY SKILLS

To begin with, all you'll need is a willingness to learn and a positive attitude. You'll develop your technical skills in the role and through experience, supported by a like-minded team.

The skills you'll learn are varied. Working behind the scenes in a kitchen or hotel means close attention to detail and the ability to work at high tempo. Front of house means engaging with customers with a friendly, personable approach. On top of this are the technical knowledge and skills you'll develop as part of your role, such as an in-depth knowledge of food and drink.



1

**4.49 million people work in hospitality.**  
It's the UK's fourth largest employer

(source: British Hospitality Association)

2

Hospitality is going to need  
**100,000 more skilled workers by 2020**

3

Overseas visitors spent a total of  
**241 million nights** in the UK in 2015,  
according to Visit Britain.





### HOSPITALITY CAREERS

From entry-level to manager, career paths in hospitality are usually clear-cut. In almost all cases there are pathways to more senior roles including management positions. At larger national brands there will be chances to move between sites and roles too.

Front of House, kitchen, and manager roles can be found across all hotels, pubs, bars and restaurants. Hotels will need housekeeping and reception roles too.

And behind the scenes are those at head office, where there'll be a huge array of business management, administration and support roles across HR, Tech Support, training and finance.

### HOSPITALITY TRAINING

Develop the skills you need to thrive in hospitality

#### Work-based & work-related qualifications

Relevant NVQ and BTEC programmes include:

- Hospitality
- Travel and Tourism
- Business

If you're wanting a management or business-related role, other programmes in accountancy, finance or management will also open the door.

#### You could work in...

- Conference centres
- Holiday parks
- Hotels and hostels
- Restaurants
- Bars, pubs and clubs

### Apprenticeships

Apprenticeships are becoming a popular way of training hospitality workers to industry-leading standards. You'll learn industry-leading skills whilst getting paid. There are a huge range of Hospitality Apprenticeships mapped to roles across the industry.

Programmes provide work-based training to develop skills in entry-level learners, supervisors, and managers. The apprenticeships develop specific skills for each role in a range of Hospitality settings.

Hospitality Apprenticeships are at three levels:

#### Intermediate Apprenticeships (Level 2) – equivalent to 5 GCSEs

Hospitality Team Member Level 2  
Commis Chef Level 2  
Production Chef Level 2

#### Advanced Apprenticeships (Level 3) – equivalent to 2 A-levels

Hospitality Supervisor Level 3  
Senior Chef in Production Cooking Level 3  
Chef de Parties Level 3

#### Higher Apprenticeships (Level 4/5) – equivalent to Certificate of Higher Education

Hospitality Manager Level 4

### A-levels, Highers and Bachelor's Degrees

Useful A Levels include:

- Travel and Tourism
- Leisure Studies
- Business Studies
- Languages

Industry-specific degree programmes in this area include Bachelor's programmes in events or hospitality management, tourism and in culinary. You could also consider business and finance degrees. Language degrees could also be appealing to employers.



## LIFE IN HOSPITALITY

It's never going to be dull working in this industry. You'll meet lots of different people, build up a range of transferable skills, and be involved in anything from small, intimate gatherings to huge conferences. There's a skills shortage in hospitality, so you'll be in demand. Develop skills that will earn you a job for life and useful when finding work whilst traveling the world.

There's no one path through an industry as diverse as this one. With determination and passion, you can rapidly progress from entry-level. Hours will generally be flexible, focusing on late nights, early mornings, or alternating between the two.

The working environment itself can be unusual, energetic and fun. You'll have lots of options for progression and moving between different posts. The industry can be seasonal, which means you'll face different challenges and busy periods across the year.

Most of all, you'll be part of a team in any role in the industry. It's sociable, as you may be part of a crew in a kitchen, a team of waiters, or a group of bartenders.

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Find apprenticeships and jobs in hospitality near you at [www.careermap.co.uk](http://www.careermap.co.uk)



# How to help your teenager cope with stress during the coronavirus pandemic

Student life can be stressful enough without adding COVID-19 into the mix. It's changing the way we live; with restrictions on daily life ordered by the government. It's important to follow government guidelines and try to remain positive during this challenging time. Due to coronavirus, schools, colleges and universities across the country have been left with no other option than to shut their doors. However, the academic year isn't over quite yet with teachers relying heavily on distance learning.

If someone had told us this was the way we'd all be living 10 years ago, would you have believed them? Probably not!

The government has advised us to stay at home, except for essentials and exercise, which might have felt like a dream come true at first, but by now the novelty may be wearing off and realisation is kicking in. Being unable to see friends, go to the cinemas, shopping or having a little cheeky Maccy D's or Nandos may be causing strain. It's important that you focus on looking after your teen's health and wellbeing during these unprecedented times.

We've put together some top tips to help support – emotionally and physically – during these times of isolation and social distancing.

### Get into a routine

Don't let routines slide. Create a schedule whilst isolating and stick to it. We all may feel like we don't have any control over our lives right now, but we do! Always remember that.

Scheduling daily tasks can help give you and your teen a feeling of control over your life and help reduce signs of stress and anxiousness. Creating a daily timetable really helps to give structure and a feeling of normalcy. Include time for lessons, speaking with friends and family members, exercise, eating, learning new things, waking and bedtime. And then aim to stick to it! Doing this will help everyone feel much more productive and will help to avoid getting stuck into a rut.

**Kindness is  
a gift so use it.  
Give it to others  
and yourself**

### Put some music on

According to studies, music is proven to make us feel good. It releases a chemical called dopamine. It can help if you allow time for your youngsters to crank up the volume of their favourite music! It helps if the tunes are uplifting to boost moods during this difficult time.

### Avoid the news

Don't let the news feed anxiety. Try to avoid being glued to the TV or watching the phone constantly checking on the latest COVID-19 news. Instead try looking at ways you can help everyone in your household look after your physical and mental health. If your young person is due to go to university, help them browse online for things they may need to take with them. If there is no clear plan or take the time to learn about apprenticeships, how to boost a CV – you'll be able to find lots of productive resources online so you can use your time wisely!

### Create a gratitude diary and encourage kindness

It's easy to be sucked into a negative thought loop during challenging times like the one we're faced with today. Keeping a 'gratitude diary' can be rewarding and boost overall health. Challenge yourself and your family to write a list of all the good things going on in your lives which you are thankful for.

Kindness is a gift so use it. Give it to others and yourself. Being kind to others makes people feel good about themselves and also releases stress, not only for others but yourself too. As you're focusing on helping others and making them feel better, you worry less about trivial problems in your own life. Do you have more time to speak with your family? These are all things which everyone can be thankful for so write them down.

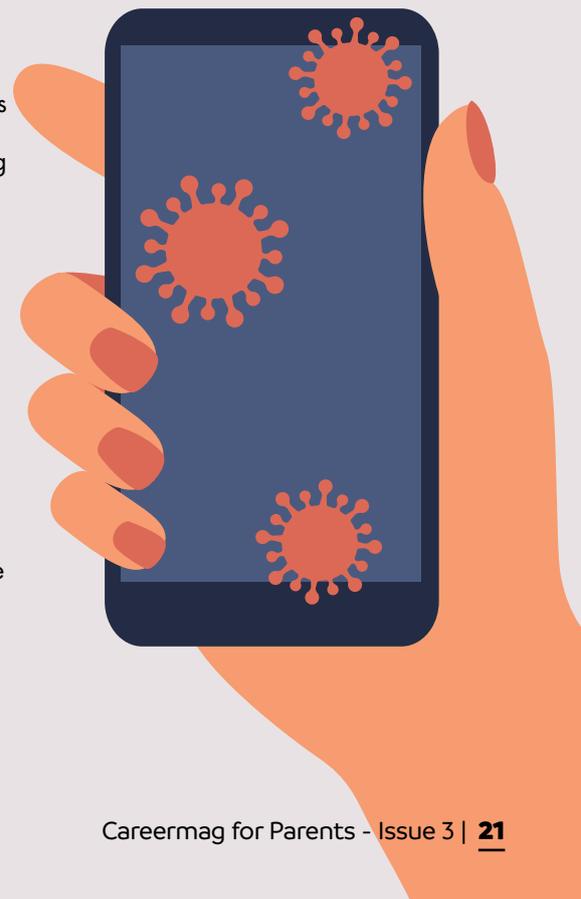
### Keep active

Physical wellbeing can impact mental health. Exercising is a great way to reduce stress, it releases endorphins and gets energy and adrenaline flowing. Just because you have to isolate doesn't mean you can't exercise. The Government allows going out once a day for fresh air and exercise, so long as you follow the guidance for social distancing. So keep active!

## Make yourself aware of mental health illnesses

Mental health problems can impact every single one of us. It doesn't discriminate and during challenging times they might creep up on you without you even realising. Spotting the symptoms of mental health disorders can help you to seek support for anyone in your family. Warning signs to look out for can include:

- Feel sad and upset for a lengthy period of time
- Mood swings - from highs to lows
- Tiredness, reduced energy and sleeping problems (too much or too little sleep)
- Paranoia and hallucinations
- Unable to cope with daily tasks and life stresses
- Changes to eating habits
- Feeling angry or lashing out
- Thoughts of harming yourself





***Mental health problems can impact every single one of us. It doesn't discriminate & during challenging times they might creep up on you without you even realising***

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Exercise can also help you and your family feel more focused and motivated. So whether you decide to go for a jog outside or do some lunges in the garden, it all counts. You could even host a family exercise class with members of your household to make it more fun or FaceTime friends and work out together.

Being at home also offers time to encourage young people to complete those chores they never seem to get round to! A vigorous approach can be a great way to spend some excess energy. It also gives a sense of purpose and, when finished, achievement. Get them to do personal chores like: tidying their bedroom; organising wardrobes; sorting their makeup box.

### **Eat well**

At times like these it can be tempting to over indulge in high sugar foods like chocolate, crisps and sweets. Although, these are all fine in moderation it's important to boost immune systems and energy with healthy foods. This will give the body a better chance of fighting off illnesses too. Eating a balanced diet which includes fruit, vegetables, nuts, eggs, rice, meat, rice and milk is important. Swap the Netflix chocolate snack for an apple or orange! They'll feel much better.

### **Learn new things**

Now is the perfect time to start learning new things! There are lots of free online courses, such as learning on demand skills like coding with Codecademy or learning the principles of User Experience with In Vision. There are courses available for all kinds of interests. Whether your youngster is interested in business, IT, history or even knitting – now is a good time to learn more, or even explore new ones.

### **Watch motivational videos**

YouTube has hundreds of inspiring and motivational videos to explore. They are a great way to build confidence and increase self motivation. So if your child is feeling a little down in the dumps search for uplifting and motivational videos to keep going.

### **Stay connected with friends and family**

It is very easy for young people to isolate themselves in their bedroom. It is important that everyone can find a little time and space for privacy and alone time, but try to prevent young people from completely cutting themselves off.

## KEEPING SAFE AND WELL

**Social distancing is needed to combat COVID-19. The NHS cannot fight this alone and every single one of us has a responsibility to take action. Although the coronavirus may be killing a disproportionate number of older people, young people need to release that they can be carriers and could be infecting others, especially the vulnerable.**

Remind your teens that *everyone* must follow the government guidelines and only leave home for:

**Essential journeys** - Shopping for items which are deemed necessary, however, this should be done as little as possible. Medical requirements, which includes donating blood, providing care or helping those who are vulnerable or avoiding injury or harm. Other reasons which are considered essential include attending funerals or children from separated families to visit the other parent.

**To work** - Travelling to and from work is permitted but only if you're unable to do this at home.

**Exercise** - You are allowed to exercise but this must be done alone or with members of your household. If you do go outdoors then you have to stay more than two meters apart from people outside of your household.

**Self Isolation** - If you're showing symptoms of coronavirus then you must self isolate for a minimum of 7 days. Other members of your household must self isolate for at least 14 days of when the symptoms started.

It's vital that everyone follow the Government's guidelines when looking after their physical health:

- Avoid going out unless essential or for exercise
- Wash your hands frequently for a minimum of 20 seconds. If you do not have access to soap and water then use a hand sanitizer
- Avoid touching your face
- Cough or sneeze into a tissue, put it straight into the bin and then wash your hands

Worried you or a family member may have coronavirus? The symptoms are:

- High temperature
- Continuous cough that's new

If you're showing symptoms, don't panic! Drink water regularly, rest and use the NHS 111 service (online or over the phone).

As the current COVID-19 pandemic unravels around us, we all need to come together to support the NHS and help look after our elderly and most vulnerable. We need to remember that this isn't forever and it will become a distant memory.

Try to look forward to the future and prepare for what is still yet to come – we will be able to enjoy a meal again with our friends and family, we will be able to go out shopping or the cinema and we will be able to hug each other.

The measurements we're faced with today are needed, restrictions are set to look after our health. Abide by them, remain strong and stay safe!

Thanks to technology, we are able to see our friends and family without physically being there with them. Check that your child is keeping in touch. They can simply pick up the phone, drop a text or video call. It is important to try to remain connected to those who are closest to you. If young people seem to be struggling with their emotions, try to talk to them! After all, a problem shared is a problem solved. If you are very concerned, there are many charities that offer support, such as Childline and Young Minds.

### Continue with studies

Just because school and college is out doesn't mean learning stops. Although exams have been cancelled, it's important to continue education via distance learning and to stay in touch with teachers. It's likely that they have set lesson plans online and tasks to complete. Not only will studying help to avoid dwelling on negative thoughts, but it also helps to prevent boredom. Sticking to this routine will help prepare for school, college and university life returning to normal.

If your teen is going to be starting the next academic year in a new college or university then use this time to prepare for what's to come. If they are due to go to university, find new recipes

### **Exercising is a great way to reduce stress, it releases endorphins & gets energy and adrenaline flowing**

and practice cooking. Learn how to do your own washing and drying. These are basic necessities will be needed if moving away from home.

### Get the board games out

Oh yes! Whatever the feelings are about board games, now is a great time to dust them off. Feeling like you're trapped indoors on the verge of insanity and cabin fever, can be a surprisingly entertaining diversion. Try to turn free time into a positive by doing things that your youngster may not normally do with you. Although technology is amazing, it's good to take a break from it every now and again! Switch the TV off and get the family board games out. Make your time at home fun and remember this won't last forever!



# Unlock your child's potential with Peer Tutor

Peer Tutor is a peer-to-peer learning mobile app, ideal for supporting young people through their GCSEs and A Levels.

The easy-to-use app provides students with access to personalised, instant support with their unique revision needs from verified, high-achieving peers.



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**Question & answer platform** - students can send a photo of something they need help with and will receive a step by step guide instantly.



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**Students can make an additional 5 months' progress when they work with a Peer Tutor!**

**“I feel like I’ve been put at an advantage, not only in my exams but in overall schoolwork because it’s helped me develop a better outlook on work and questions.”**

Mia,  
Student at Seaham High School

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\*Office of National Statistics Annual Survey of Hours and Earnings 2019

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# The Retail Motor Industry

Drive My Career

# About the retail motor industry

The automotive industry is one of the key contributors to the economy of our country. It employs more than 800,000 people and almost 600,000 of them work in the retail side of the industry.

Photo: The IMI

**Although we mainly tend to remember the names of the brands of the cars we drive and see on the road every day, the retail side of the automotive industry is sometimes overlooked despite its size.**

The retail automotive industry goes from small family-owned businesses to large franchised dealer groups that employ thousands of people and turn over millions every year\*.

With thousands of dealerships across the UK, the local one may have the perfect opportunity for any candidate.

Despite what people may think, the retail side of the automotive industry is one of the biggest and most varied sectors you can get into.

The automotive industry is constantly developing and with the increasing involvement of technology in cars and the growth of the electric vehicle sector, there is plenty of demand for new skills. Working on a car today has a lot in common with working on a computer.

Automotive retail offers many different career paths that can suit all types of skills and interests. The wide range of jobs available includes roles in business areas such as sales, aftersales, customer service, HR, administration, IT, finance and marketing. These are neither seasonal nor zero-hour contract roles.

The automotive industry looks after its employees and provides them with training and support throughout their careers.

There is a lot of room for progression: many automotive professionals have started from the bottom and are now experienced leaders shaping the future of the industry.

### AUTOMOTIVE CAREERS

There are plenty of different jobs you can do in the automotive industry. Although you may find the majority of opportunities as a vehicle technician or in sales, there are plenty of other careers available.

The business areas of the automotive retail industry include customer service and aftersales, logistics and parts, marketing, HR, IT, finance and accounting as well as administration.

In the automotive sector, there are fantastic opportunities to progress in every sector. In most roles, you can often start with little to none experience. What makes a difference in this industry is one's drive, their determination and attitude

### SKILLS AND QUALIFICATIONS

Thanks to the variety of roles available, regardless of your interests or what your skills are, you will be able to find a career that suits you.

In customer-facing roles such as sales or customer service communications skills are important, if you work as a technician you will need to be good with your hands and in parts organizational skills are crucial.



Photo: The IMI

## **AUTOMOTIVE RETAIL BUSINESS AREAS**

### **Sales**

In sales, you will help promote vehicles, as well as accessories, products and services such as finance and leasing. You will need to understand your customers' needs and expectations and help them find the vehicle that best suits them. In sales, you can usually earn additional commissions if you meet your targets in sales and customer satisfaction.

### **Customer service/after-sales**

You advise and provide customers with support to ensure their vehicle gets the care and service this needs to be safe and reliable. This includes updating customers on vehicle repairs upgrades and recalls as well as recommended safety checks like MOT and. Customer support is usually provided face-to-face, over the phone, via email or live-chats.

### **Parts**

Working in parts means organising and implementing operations to ensure adequate stocks of vehicle replacement parts and accessories. The objective is to make sure that the process between the vehicle manufacturer and the customer is smooth and meets the customer expectations.

### **Vehicle Technician**

As a technician, you will carry out repairs and servicing on vehicles and diagnosis to identify and resolve faults. Training to become a qualified technician usually lasts three years through an apprenticeship.

### **HR & Recruitment**

In HR, you coordinate the induction and appointment of new people, providing employees with support throughout their careers, giving advice on training and helping them deal with any issues they may have.

### **IT & Web Development**

Working in IT entails building web-based and external applications, helping solve technology related issues and improving IT systems. Often, you will train team members to use IT programmes.

### **Administration**

In administration, you will support the sales and service departments with various admin tasks. In sales administration, you will ensure all vehicles are correctly registered, taxed and ready to be collected.

### **Finance and Accounting**

In finance, you measure, process and communicate the financial information about the business. You are generally involved in the preparation of reports and accounts and you will be working with the payroll team.



## **CAREER PROGRESSION**

*Please note: these job titles are for guidance as different companies may use different ones.*

### **Jobs in customer service/after-sales**

#### **Vehicle Technician**

service technician | qualified technician | master technician

#### **Logistics and Parts**

parts advisor | parts supervisor | parts manager | after-sales director

#### **Finance and Accounting**

accounts administrator | senior accounts administrator | accountant | financial controller | accounts manager | finance director

#### **Administration**

sales/service administrator | senior sales/service administrator | office manager

#### **Sales**

sales/product specialist | sales executive | sales controller | business manager | sales manager | general sales manager | brand manager | sales director

#### **HR**

HR administrator | HR advisor | resourcing partner | HR manager | HR director

#### **Marketing**

marketing assistant | marketing officer | marketing manager | marketing director

#### **IT**

IT help desk | web/IT support | IT developer | system analyst | security analyst | project manager | IT manager | IT director

## **About RMI**

The Retail Motor Industry Federation (RMI) is the UK's leading automotive trade body for the retail motor businesses.

### TRAINING

All automotive businesses provide their staff with excellent guidance and support throughout their career. The training provided varies depending on the company you work for and the business area. Often, your employer will send you on training courses with the manufacturer you represent.

Once you finish your apprenticeship or a specific training course, you will have the skills and knowledge to continue to work with your employer.

### Apprenticeships

Apprenticeships are an ideal option to kick-start a career in the automotive sector by developing the skills needed. Apprenticeships allow you to 'earn while you learn' and there are plenty of apprenticeship schemes available across all business areas.

The majority of vacancies tend to be as technicians, sales advisor, parts advisor and service advisor. These are usually run by manufacturers and will prepare the apprentices to work in a dealership. However, individual dealer groups may sometimes directly hire apprentices in other business areas such as marketing or IT. Technician apprenticeships usually last three years while service and parts advisor apprentices usually last two years.

Generally, apprenticeships in the automotive sector require applicants to have five GCSEs at grades 9 to 4 (A\* to C), including English and Maths. Some companies may require a specific GCSE depending on the sector of the role you are applying for.

There are Apprenticeships at three levels:

**Level Two (Intermediate)** – equivalent to GCSEs

**Level Three (Advanced)** – equivalent to A Levels

**Level Four (Higher)** – equivalent to Foundation Degree / Advanced Highers

The most popular apprenticeships in the automotive sector include:

- Car Technician
- Van Technician
- Heavy Truck Technician
- Rapid Fit Technician
- Sales
- Parts Advisor
- Service Advisor
- Business Administrator
- Vehicle Body Mechanical Technician
- Vehicle Body Paint Technician
- Vehicle Body Panel Technician

Find Apprenticeships and jobs in the retail motor industry near you at

[www.careermap.co.uk](http://www.careermap.co.uk)

## Institute of the Motor Industry



**At the end of Year 11, upon receiving their GCSE results, your child will have the option to study for A-Levels, enrol on a full-time college course or undertake an apprenticeship – whichever route they choose, it can lead to a successful and rewarding career in the Retail Automotive Industry.**

The automotive industry influences everyone, from travelling to work, to emergency services being able to respond to a crisis. The motor industry helps to keep the country moving. With the sector having over 570,000 individuals working across more than 150 job roles, there is a career that can cater for everyone.

Here at The IMI, we are keen to show people just how many opportunities there are available within automotive retail, which includes anything from when the vehicle is getting created to when it is scrapped. In between that, the vehicle is manufactured, marketed, sold, fixed and so much more. The prospects are diverse, whether they enjoy meeting new people every day, creating innovative, ingenious ideas or working 'hands on' with the latest technology, opportunity to excel and develop is of no shortage.

We have a free guide for parents to help you navigate these choices and make an informed decision visit our site <http://www.autocity.org.uk/index.php/parents/> or alternatively contact us for free careers advice on [careers@theimi.org.uk](mailto:careers@theimi.org.uk)

### More info

National Franchised Dealers Association's Drive My Career  
<https://www.drivemycareer.co.uk/>



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**BBC**





# What would you tell your 13 year old self?

**Some of you might recently have heard a lot about inclusion, diversity, equality and belonging at work and in the media. Some of you may never have heard these words used in this way before. Today, many companies and societies are focusing their energy on trying to bring all who live and work in their communities together, to enhance business performance and innovation, and to make sure that society is moving forward together.**

But what does that really mean? Well, in its simplest form, the term 'diversity' means to form a collection of different things. Inclusion means the state of being included and Equality means everyone having the same outcomes and belonging/an affinity for a place or situation.

Focusing on this subject doesn't mean that you give an advantage to someone or disadvantage someone based on arbitrary decisions.

Daily, we are bombarded with words and advice, either by television, social media or family and friends. How does that impact your view of the world and yourself?

As young children, we all remember moments where we weren't included - in sports activities or someone's birthday party. As humans, we have a built-in need to be a part of things. So, the promise of working and learning in spaces where individuals are recognised and celebrated are just as important as working in teams.

At "Rocking Ur Teens", we see inclusion as a way of being in harmony with yourself, understanding how what motivates and inspires you, helps you shape the world you live in and the choices you make—embracing that we are all leaders and have the power and possibility to structure our society for good.

As a parent, I know that you want your children to be happy, smart, articulate and integrated into the society in which they live and work. How do we do that?

At "Rocking Ur Teens" we noticed that as adults, we understand that when we have the best careers and life when we realise we can be ourselves, and we let go of the need and focus on trying and competing with others around us. So we feel that young people should understand that they have the right to make choices and inform their futures based on what makes them happy, and also utilising the experience of parents, friends and professionals to complete their internal narrative.

It is important to find your voice early in life to make sure that you manage your mental health, your belief systems and being able to be resilient in the face of adversity. I believe that championing and supporting Inclusion and Diversity will lead us all to a society where visible difference and individuality is recognised and accepted. Where 'book smarts' and emotional intelligence are equally weighted. However to start this journey, we need to encourage the next

generation to understand their part in the workplace and make sure that they are comfortable meeting new people and learning about the world where they will live and work.

In his book "Rebel Ideas" Matthew Syed discusses the outcome of groupthink and the limitations we all face when we are surrounded by people who look, think and approach life just like us.

At "Rocking Ur Teens" we think that would be boring and everyone should work to interact with as many different people as possible.

So, as an adult we ask you the question what would you tell your 13-year-old self? Be bold, speak up, try new things that is the mission of "Rocking Ur Teens".

[rockingurteens.com](http://rockingurteens.com)



# 5

## things your son/daughter should be thinking about before applying to higher education

**If your child is nearing an age where higher education is on the horizon, there are a few important points to keep in mind to help them make the best decision for themselves and their future.**

1

### **How can they make their application stand out?**

Extra Curricular activities are a great way to make sure your child's application stands out from the crowd, particularly those that show they have experience relevant to the course they plan to study. Attending a summer school, for instance, shows admission officers that they're willing to learn and have a strong interest in their chosen field. Oxford Royale, for example, offers scholarship opportunities and provides a range of courses for a variety of ages, which can create great content for an empty-looking CV.

2

### **How much is all this going to cost?**

University and, in fact, all forms of higher education can feel intimidating financially, however, through scholarships, grants and bursaries, there is plenty of financial support available for your child. The earlier you start looking into how much they can borrow, the easier it is to plan ahead. It is good to look into the local costs of where they plan to study, such as for rent, so there are no surprises along the way. It is important to remember that currently, your child does not pay their university fees back until they're earning over £25,000.

3

### **Which subject will bring them joy both short- and long-term?**

It's really important that your child picks a degree subject that will stand them in good stead for the future, but equally one which will inspire them when they're studying. Careers fairs are great for your child to learn about the areas of study that will help them land their dream job. They also offer the opportunity to sample the delights of different potential jobs, for those that are unsure of what career they want to pursue.

4

### **How will they achieve the grades they need?**

It's all very well for your child to pick the course they like the look of, but they will need to achieve certain grades to get them there. Think about how you can support and encourage them at this invaluable time. Consider a relaxed but clear revision schedule, or one-to-one tuition if they need it. You will know what works best for your child but it is important as a parent, to guide them away from any distractions at this time.

5

### **Are they ready for higher education?**

Higher education is an intimidating new step and not everyone is ready to leave the nest as soon as they finish school. Sit down with your child and make sure they are aware of the independence that attending university requires. Whether you attended university or not, you'll certainly be able to share some vital advice to help your child be comfortable easing into this tricky transition.

# Pharmaceuticals

Making things better...

From a simple aspirin to lifesaving chemotherapy, the pharmaceutical industry discovers, develops, produces and distributes medication to cure or vaccinate against diseases or ease the symptoms. The UK sector invests more than £4.3billion a year in research and development, employs more than 73,000 people and has many routes into it. So if you are looking at a career in a globally respected UK sector which has the purpose of making us all feel better and live longer, read on.



# About the pharmaceutical sector

We all benefit from the pharmaceutical industry. From cradle to grave, every one of us uses some form of medicine at some point - from teething gel for toddlers to palliative pain relief for end of life care. Some of humanity's greatest achievements have been in the pharmaceutical industry. And it is still working towards keeping us healthy, finding ways to protect us against diseases old and new and developing products which will improve our quality of life.

### WHAT CAN I DO?

The sector divides into three main areas, each with very different career opportunities.

#### Product Research and Development

This is the first stage in identifying the need for - and then developing - a new drug. It includes:

- Lab based roles - scientists such as biochemists and microbiologists, lab technicians
- Clinical trials - administrators, research associates (the people who run the trials) and healthcare professionals who bring their front line knowledge to the process
- Regulatory Affairs - roles which involve ongoing quality monitoring, collation and submission of data and information to the regulatory agencies for approval.

#### Manufacture and Production

Once a product has been approved by the regulatory authorities, it can be used by patients. Whilst the manufacture of medicines is much like any other process, it is surrounded by industry specific regulations for obvious reasons.

So alongside careers as production operatives and engineers, are roles covering:

- Quality assurance - making sure there is no variance in manufacturing process
- Quality control - making sure every batch of medication meets the strict pharmacological regulations
- Computer system validation - ensuring that all computer systems are operating as they should
- Facilities engineering - making sure that the infrastructure and building are safe and efficient to work and manufacture products in

#### Distribution, Sales and Marketing

Once the product has been made, it needs to get to the people who will either buy or prescribe it. Roles in this area include:

- Medical representative - meeting healthcare professionals and introducing them to newly developed products
- Marketing manager - developing marketing materials and strategies
- Medical Science Liaison Officer - providing scientific information to customers
- Pharmacist

In addition there are roles in legal services, distribution, finance, HR and logistics.



1

The industry employs 73,000 people in the UK and invests £4.3 billion in UK based research and development - making the UK a global leader in the sector.

(ABPI 2019 - [www.abpi.org.uk](http://www.abpi.org.uk))

2

In 2018, the industry recorded a 4 year high in apprenticeships starts - a 169% increase since 2013; most at level 4 or above (ABPI)

3

The annual turnover of pharmaceutical goods in the UK in 2017 was over £42 billion ([www.statista.com](http://www.statista.com))

4

A pharmaceutical technician's average wage is £24,960 and the workforce is projected to increase by 4.9% by 2024

([www.careermap.co.uk/careerometer/](http://www.careermap.co.uk/careerometer/))





### SKILLS

The industry has opportunities in all three areas - product research and development, manufacture/production and distribution, sales and marketing. Each area looks for a different skill set, but all need good teamwork, time management and creativity. Andrew Croydon, Skills and Education Policy and Examinations Director of the Association of the British Pharmaceutical Industry confirms this.

‘Knowledge and understanding in the workplace must be complemented with possessing the right skills - both tangible and specialist. Increasingly, fulfilling careers in the industry are maximised by those who show adaptability and an ability for inter-disciplinary working.’

Skills you will need:

- For a science based career in the sector you’ll need a deep understanding of the specific area you have studied to degree level and in a STEM subject. The sector is always looking for graduates with Masters and PhD postgraduate qualifications - for some roles they are essential.
- In other areas of the sector the academic requirements are in areas appropriate to them - e.g. for a legal career in the sector, a law degree is needed.

There are other routes into the sector which can replace or enhance these qualifications. See the Pathways and Qualification section.

All areas of the industry need:

- Problem solving skills
- Attention to detail and an analytical mind
- Strong numeracy and IT skills
- Planning, organisation, project management and presentation skills
- Teamwork
- Commercial awareness
- An enquiring mind and a creative approach

### PATHWAYS AND QUALIFICATIONS

So, how can you get your career in the industry going?

The most important first step is to make sure you develop your STEM skills early on. Completing five GCSEs to at least Level 4 or 5 is essential, and they must include Maths, Science and English Language.

Once you’ve got those under your belt, deciding on the right pathway for you is important.

#### Higher Education

To enter the sector via university, you will need to be studying for a degree in a STEM subject, and probably a life science. Many universities offer 4 year science based sandwich degrees, which include a year out in the industry. This gives you valuable experience in the workplace where you will gain real industry knowledge and develop your technical skills in a hands on environment.

If your degree doesn’t include this, you can apply directly to companies for schemes such as internships. Many of the largest sector employers such as AstraZeneca, Pfizer and the NHS offer either internships or graduate training schemes.

#### Apprenticeship

Want to enter the sector, but would rather complete an apprenticeship? The great news is that this sector has embraced the apprenticeship route. You could join an apprenticeship at between level 2 and level 7, and apprenticeships at various levels are offered by companies like Unilever, GSK or AstraZeneca. The requirements for each apprenticeship vary depending on the level, but all require at least 5 GCSEs at level 4 or 5, including Maths, Science and English language. For a degree level apprenticeship (level 6), you will also need A levels equalling around 112 UCAS points, including relevant science subjects at a C or above and additional science or maths. Level 3 qualifications such as a BTEC will often be considered.

You can find an apprenticeship online through the Careermap website [www.careermap.co.uk](http://www.careermap.co.uk)

#### Work placements and work experience

Work placements and experience are a bonus on your CV. Some companies may offer one or two week work experience placements during school holidays for 16-18 year olds. These aren’t generally advertised so you need to research companies near you and make contact directly, sending a CV and covering letter. CREST and Nuffield Bursary placements are also a great way of gaining experience in research and development. They involve completing a project, usually in the summer between years 12 and 13.

More information can be found on their websites.

[www.crestawards.org](http://www.crestawards.org)

[www.nuffieldfoundation.org/students-teachers/nuffield-research-placements](http://www.nuffieldfoundation.org/students-teachers/nuffield-research-placements)

So, the industry is right beside you, ready to support you if you are thinking of being part of it, however you choose to enter it!



## Discover exciting apprenticeship opportunities in the healthcare industry with GSK

GSK has a challenging and inspiring mission: to improve the quality of human life by enabling people to do more, feel better and live longer. We are headquartered in the UK and have a global presence across more than 100 countries which allows us to make a real contribution to the health and wellbeing of people all around the world.

If you're interested in making a real difference, and looking for an alternative route to college or university, then the GSK apprenticeship programmes have been designed for you! The scope and breadth of our business is reflected in the range of apprenticeship opportunities we offer to talented and ambitious school leavers. We offer roles across our company, from science careers to engineering, manufacturing and roles in our business operations, all across the UK!

You will receive hands-on experience in your chosen apprenticeship and the opportunity to play a key role in contributing to the future success of the company. While you learn on-the-job from industry leaders and earn a competitive salary, you will study towards a fully-funded nationally recognised qualification which could lead onto further study towards a Bachelor's degree or even a post-graduate qualification.

Find out more: <https://uk.gsk.com/en-gb/careers/apprenticeships/>



### More info

#### **Royal Pharmaceutical Society**

The professional membership body for pharmacists and pharmacy [www.rpharms.com](http://www.rpharms.com)

#### **The Association of the British Pharmaceutical Industry**

The trade association for over 120 pharmaceutical companies in the UK [www.abpi.org.uk](http://www.abpi.org.uk)

Find Apprenticeships and jobs in the pharmaceutical sector near you at [www.careermap.co.uk](http://www.careermap.co.uk)



# BIG DREAMS DONE

Give your child the best chance  
to get ahead in their career

Let us inspire them to achieve their full potential. We're looking for talented school leavers who demonstrate a commitment to learn and offer them ongoing training on our Apprenticeship programme. We're here to support our trainees, providing a working environment that fosters development and opportunity, whilst they work towards a respected professional qualification.

Discover where a career in accounting  
and business could take them  
[bdoearlyincareer.co.uk](http://bdoearlyincareer.co.uk)

IDEAS | PEOPLE | TRUST

**BDO**

# Accounting

Money matters

All businesses will need the services of an accountant at some point, whether they contract in their service or have a whole finance department. Like many careers, there are different levels. These can range from bookkeeping (making sure all the numbers add up, bills are paid, invoices chased...) to running an international business and all their subsidiaries. Times have changed and a university degree is no longer necessarily required.

# About Accounting

Accountants keep and manage financial accounts for anyone from companies to the government and individual clients. Working either for an accountancy firm, in a company, or being self-employed, there are a wide range of opportunities and many pathways to get there.

**WHAT CAN I DO?**

The range of jobs in accounting is huge, but all require a keen eye for detail and a passion for numbers, especially making them balance. Depending on the level of qualification, jobs can start from simply keeping records on transactions or even just one part of the process such as Accounts Receivable and up from there. At the highest level, Financial Directors are often second only to the CEO in making sure a business succeeds or fails.

With this in mind, as well as excellent mathematical skills, a good accountant needs to possess strong interpersonal and communication skills, whether dealing with clients or even senior management. It also means being very organised and up-to-date with the current business situation as you may be involved in making important decisions.

You don't have to be a math genius though! Most accountants work with basic calculations and let computers do the difficult work. If you like Sudoku, accounting may be just the thing, as it is about spotting trends, anomalies and being able to analyse what the numbers are saying.



**EXAMPLES OF JOBS AND LABOUR MARKET INFORMATION**

(Powered by LMI for All. To find out more about other careers and labour market information visit: <https://careermap.co.uk/careerometer/>)

	<b>Bookkeepers, payroll managers, accounts payable, etc</b>	<b>Chartered &amp; certified accountants</b>	<b>Finance managers and financial directors</b>
<b>About the job</b>	Book-keepers, payroll managers and wages clerks maintain and balance records of financial transactions, oversee the operation of payroll functions and calculate hours worked, wages due and other relevant contributions and deductions.	Jobholders in this unit group provide accounting and auditing services, advise clients on financial matters, collect and analyse financial information and perform other accounting duties required by management for the planning and control of an establishment's income and expenditure	Finance managers and financial directors plan, organise, direct and coordinate financial information and advise on company financial policy.
<b>You might find this job in...</b>	Legal & accounting Wholesale trade Retail trade	Legal & accounting firms Head offices, etc Membership organisations	Private companies Public organisations Legal & accounting firms Financial services
<b>Annual pay</b>	<b>£28,600</b>	<b>£44,720</b>	<b>£75,920</b>
<b>Common tasks in this job</b>	<ul style="list-style-type: none"> <li>• records and checks accuracy of daily financial transactions;</li> <li>• prepares provisional balances and reconciles these with appropriate accounts;</li> <li>• supervises payroll team and develops payroll systems and procedures;</li> <li>• calculates and records hours worked, wages due, deductions and voluntary contributions</li> </ul>	<ul style="list-style-type: none"> <li>• plans and oversees implementation of accountancy system and policies;</li> <li>• prepares financial documents and reports for management, shareholders, statutory or other bodies;</li> <li>• audits accounts and book-keeping records;</li> <li>• prepares tax returns, advises on tax problems and contests disputed claim before tax official;</li> </ul>	<ul style="list-style-type: none"> <li>• participates in the formulation of strategic and long-term business plans, assesses the implications for the organisation financial mechanisms and oversees their implementation;</li> <li>• plans external and internal audit programmes, arranges for the collection and analysis of accounting, budgetary and related information, and manages the company's financial systems;</li> <li>• determines staffing levels appropriate for accounting activities;</li> <li>• assesses and advises on factors affecting business performance.</li> </ul>



### HOW TO BECOME AN ACCOUNTANT

To become an accountant, you need to gain a formal qualification or a degree. You do not need a university degree, as there are many different routes to the job, but being good with numbers is essential for success!

As a career, it can get busy as the financial year comes to a close as tax returns and other matters need to be dealt with. However, it can be quieter at other times, allowing the workload to balance out over the course of the year.

As you gain education and experience within accounting you can become a certified or even chartered accountant, which allows you a higher level of expertise and opportunities to move into management or specialisation in a particular area, such as tax or forensic accounting.

Here are some accounting qualifications and pathways available:

#### Accounting Technician

Licensed AAT (Association of Accounting Technicians) members provide accounting, tax and business advice to more than 400,000 UK businesses! You can go on a course straight from school or do an apprenticeship. There are lots of choices for a pathway that depends on experience, other qualifications and preference on study. The best way to find the best route is to use the AAT Qualifications Navigator for suggestions of the best fit: [www.aatqualificationsnavigator.org.uk](http://www.aatqualificationsnavigator.org.uk)

You may be surprised to find out that you do not have to go to university to be an accountant. In fact, by gaining an AAT qualification can lead to a fast track to becoming a Chartered Accountant and can be a quicker route than going to University.

#### ACA from the Institute of Chartered Accountants in England and Wales (ICAEW)

Not to be confused with ACCA! The ICAEW has stricter and rigorous requirements for membership than the ACCA. The ACA generally takes 3 - 4 years to complete, whereas the CCA takes 2. To become an ICEAW Accountant, you will need to pass 15 exam modules on different aspects of accountancy, finance and business. To find out which path to qualify, you can take the step-by-step questionnaire or use the live chat on: <https://careers.icaew.com/find-your-route>

#### CCA (Chartered and Certified Accountant)

A Chartered Certified Accountant must be a member of Association of Chartered and Certified Accountants (ACCA) and comply with its regulations. This includes completion of up to 13 professional examinations and three years of supervised relevant accounting experience, but there are range of entry level qualifications to start on the ladder. For instance, Foundations in Accountancy (FIA) is a great entry point for anyone new to accounting and finance. You don't even need to meet the minimum entry requirements for the full ACCA (which is three GCSEs and 2 A Levels or equivalent, in five separate subjects).

You can do courses at university that include the ACCA qualification. Or if you do a different degree, you can add the ACCA and start at a higher level than foundation.

With this accountancy qualification, you can work anywhere in the world, and the job is extremely flexible, whether running a corporation or working part-time for small to medium size businesses. There are good salaries and progression can be quick. You can work in any sector and the job often brings a wide variety of work on different projects.

To find out where to start, go to: <https://yourfuture.accaglobal.com/global/en/getting-started/planning-your-journey.html>

### CIMA (Chartered Institute of Management Accountants)

CIMA qualifications focus more on business management. They give a good understanding of business practice as well as finance. There are no formal entry requirements and if you have any AAT qualifications, you can get a jump onto higher CIMA qualifications. Have a look at: <https://www.cimaglobal.com/Qualifications/>

### CPFA (Chartered Public Finance Accountant)

This qualification is designed specifically for working as a professional accountant in public financial management. The public sector includes central government, local government and public organisations, such as education, emergency services, healthcare, law enforcement, etc. Think of the BBC, the world's oldest and largest broadcasting company, the British Army, the Cabinet Office, and many more. In fact, in June 2018, there were 5.34 million people working in the public sector!

You can study for CPFA qualifications on face-to-face courses or by self-study with online support. There are also CIPFA's Professional Accountancy Apprenticeships at Levels 3, 4 and 7. You can find out more here: <https://www.cipfa.org/qualifications>

### Accounting Apprenticeships

If university is not for you, there are many accounting apprenticeships available. These allow you to earn while you learn and work toward an accounting qualification. There are three levels of accounting apprenticeships: Intermediate (Level 2 or equivalent to GCSE) for jobs such as finance assistants and sales ledger clerks; Advanced (Level 3, equivalent to A Levels) to work as trainee account technician roles; and Higher (Level 4-7 or equivalent to Foundation Degree) or Degree (Levels 6 & 7 that is degree level or even Masters degree). Higher and Degree Apprenticeships can offer a full Bachelors or Masters Degree without the cost of going to university. With it, you could work as an accountant manager or technician.



### Did you know...

...before they were famous, Mick Jagger, Robert Plant and Eddie Izzard all worked in accounting?

### Accounting at University

Type in 'accounting' in the search on UCAS, and you will be faced with nearly 800 courses! Be prepared to narrow down your options by thinking about what you like to study and what you would like to do once you complete your degree. Many of the courses mix business and finance together, also there are courses that are sector specific, such as Music Business and Music Performance or Construction Management. Some of the courses provide exemption from the UK's professional accountancy bodies' papers (eg: ACCA, CIMA, ICAEW, CIPFA...), but you will still need to gain the separate qualification from them.

You can also look at mixing banking, mathematics, law, and more. It is wise to look carefully at each course, what it provides and what qualifications you could gain alongside the degree. It is important to go to Open Days for each university on your short list. They are all different, from how the courses are run and what support is given to location and type of uni (such as a city university or a campus). It takes a lot of studying to get your degree, be honest about the type of person you are and how much support you will need (think about how disciplined you are!)

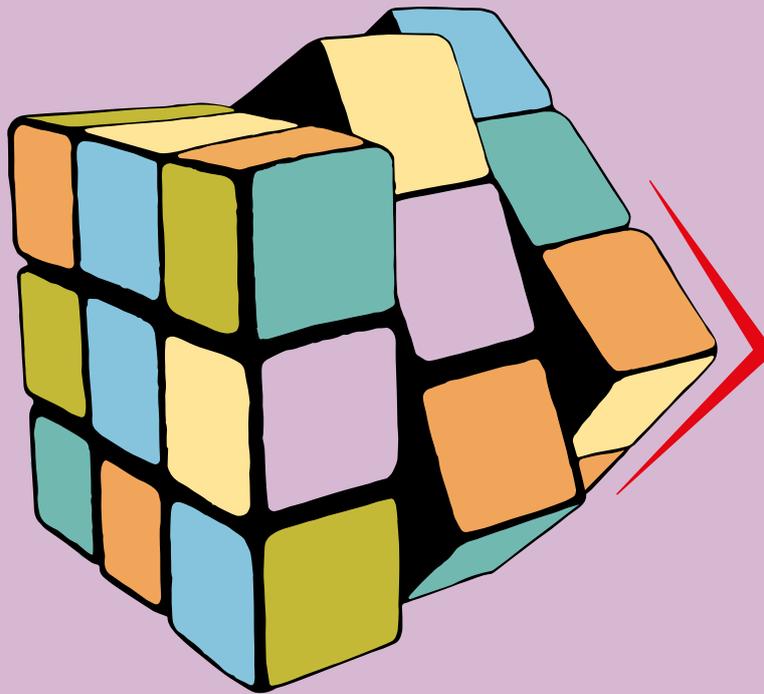
Increasing numbers of organisations are recruiting talent for the finance function from alternative degree disciplines. This stems from the need for well-rounded finance functions to evolve with the changing face of business. This means, you do not have to do an accountancy related degree. If you decide to do accounting later, you can do the qualifications directly from the accountancy bodies.

### Careers and jobs in accountancy are available in small and medium organisations, not just the big banks.

Types of jobs in this sector include accountants, treasurers, bankers, actuaries, financial advisers and analysts, financial traders, tax inspectors and stockbrokers. You could work for a private firm, in the public sector or be self-employed.

- Jobs in Accountancy
- Accounts payable clerk
- Accounts receivable clerk
- Payroll assistant
- Head of Finance
- Stockbroker
- Forensic accountant
- Retail banker
- Chartered accountant

Find Apprenticeships and jobs in accountancy near you at [www.careermap.co.uk](http://www.careermap.co.uk)



## *Chartered Accountancy is for problem solvers*

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There's a lot more to accountancy than just numbers.

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**More than you'd imagine**

[icaew.com/parents](https://www.icaew.com/parents)

# University Open Days

Going to Open Days should be available to all, but the expense and time commitment sometimes makes the decision to go difficult or even impossible. Student Bridie Holden from takeme2uni shares her experience.



**Everyone knows attending university Open Days is an important step in helping decide where to go to uni. Seeing universities in person is crucial to weighing up options and can even raise the question whether going to university is the right choice at all.**

Taking myself as an example, without attending Open Days, I would never have realised I needed to take a gap year to work out what I wanted to do. On the way to my first-choice university Open Day, I was excited and ready to plan my future. However, it was only upon arriving that I realised it just wasn't for me and made me realise I had to think about my decision more carefully. As a result, I'm at a university ranked much higher than I thought I was capable of joining, and studying something I actually enjoy!

When our Founder, Stuart Grant, wanted to go to university, he was not afforded the luxury of attending Open Days. He went through UCAS Clearing and ended up like a fish out of water at a university in London, 400 miles from his hometown – we all live and learn!

It's clear that Open Day visits can vastly affect the choices we make when applying to university. However, the travel stress, time off work and the money that goes into getting to them can seem unworthy for the

cause. We at takeme2uni believe Open Days are crucial and that everyone should have the means to attend them with as little stress as possible. After all, university is an investment – you wouldn't buy a car without a test drive, so why risk it with university?

When Stuart took his son to a few Open Days, he was unimpressed with the amount of traffic in each city and cringed at the thought of the CO2 emissions he'd generated, but the universities they visited were great and the excitement on his son's face made the hassle worth it. However, Stuart couldn't help but notice a few familiar faces. After some double takes and a few, 'I-know-you-from-somewhere' looks, he realised they were surrounded by parents whose children attended the same school as his son!

**...students and parents from different backgrounds may not be able to attend Open Days at all due to their schedules and budgets - but this shouldn't stop them...**

In any other circumstance, seeing dozens of parents from your neck-of-the-woods in the same city some three hours away from home, would be extraordinary. Yet, when

it comes to university Open Days, this is not unusual. Mulling all of this over while leaving their fourth Open Day, Stuart and his son had a light bulb moment. Why didn't they arrange to car-share with fellow parents from his son's school?

If everyone car-shared, traffic could be halved, petrol costs reduced and most importantly, the experience could be shared between like-minded people going through the same thing. On top of all of this, people could help other students and parents who may not otherwise be able to attend due to work schedules or the costs involved. This is how the takeme2uni started.

In its beginnings, it was just an idea to offer a free service to match parents or guardians to car share to Open Days to help the environment and improve social mobility. We now offer this service to everyone in the UK wishing to visit university Open Days. takeme2uni is joined by up to six gap-year students every year, who spread the word through parent evenings and social media. And, we have numerous graduates working behind the scenes as well!

As exciting as this all is, takeme2uni cannot help everyone without you. Yes you!

**We ask for you to remember us, share our message and support our journey.**

You can sign up to join takeme2uni to start saving the planet and helping others now: [www.takeme2uni.com](http://www.takeme2uni.com)



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Training alongside like-minded men and women to become professional soldiers and skilled tradesmen, you'll have the support and encouragement of a team that are like family to you. Together you'll share success and unlock your potential by overcoming the kind of challenges and experiences you won't find anywhere else.

As a soldier you'll earn a starting salary of around £15,600 during Basic Training which will rise to £20,000 after completing 26 weeks' training or after completing your Initial Trade Training, if less than 26 weeks. You'll also receive excellent benefits, including Adventurous Training and the opportunity to travel the world.

The Army is called upon to support peacekeeping missions, help people affected by natural disasters and work to prevent terrorism all over the world. Whatever your skills, interests or background, you can build confidence that lasts a lifetime in a job that's right for you.

FIND WHERE YOU BELONG  
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