

Next Steps

Information for young
people aged 13-19



4th edition

 **Suffolk**
County Council

The New Anglia
Careers Hub

NEWANGLIA
Local Enterprise Partnership
for Norfolk and Suffolk

**THE CAREERS &
ENTERPRISE
COMPANY**

 **European Union**
European
Social Fund

What's it like to work in Suffolk?

Suffolk is full of local career opportunities for young people and home to a wide range of employment sectors.

Our **clean energy** and agriculture sectors have **grown vastly** in recent years due to the presence of local employers such as **British Sugar** and **EDF Energy's Sizewell B**.

Health and social care is the **largest sector in the county**, with the **finance** and **business** sectors following closely behind, but **manufacturing, construction, logistics and tourism** offer more jobs in some districts.

The **creative sector** is strong throughout Suffolk due to the many **established companies** as well as **emerging smaller businesses**.

These sectors need young people just like you!

Your career

Some people think that only people like teachers and doctors have "careers". But **we all have a career**. It includes your whole **journey through education and employment** and even the gaps in between. It's likely to involve many **different jobs** and even **different sectors or industries**. Having a **career plan** is great but it needs to be **flexible** so that you can change course over time.

Ask your school's careers adviser to help you come up with a plan to get you started.





The labour market

You might hear people talk about the '**labour market**'. This refers to the **job opportunities** and the **people available to do them**. It's like selling something on Ebay or Etsy – the price depends on whether something is wanted or how many are available.

Labour market information (LMI) can tell **you how many people work in each job, how much they earn** and **how these jobs may change** in the next few years.

What does this mean to me?

Having some labour market information is useful as it can help you to make **informed career decisions** so you can achieve **good quality employment, education or training**.

For more information watch this short video.



<https://linktr.ee/nextstepsfindoutmore>

How do I prepare for the world of work?

The best thing you can do to prepare, is to think about what **sectors** and **jobs** you may like to work in and about the **pathways** you could take to get there and how you are going to **develop the skills employers will want**.

“

Some people think that only people like teachers and doctors have careers.

But we all have a career.

They all look different. ”

The world of work

The world of work is changing!

The world of work is always changing. Major events can lead to a smaller or larger demand for particular skills, experience and qualifications but there are other factors that change the labour market. Here's a few to think about.

New technology

New technology is replacing lots of jobs. This has created a greater demand for people with strong electrical, tech and engineering skills.

New jobs could be: data architect, drone operator, environmental engineer, cyber security manager, clean energy consultant, bio-tech scientist or blogger.

European Union

When Britain left the **European Union**, this left some sectors without skilled employees so there may be some sectors where you might have new opportunities.

Opportunities could be in: HGV driving, agriculture, social care, hospitality.

The climate crisis

The **climate crisis** has created a need for more research and greener technology, which has created more demand for people with science, tech, maths and engineering skills. Often shortened to STEM.*

New jobs could be: renewable energy installer, climatologist, conservation consultant or green space designer.

Health care

Advances in **health care** mean that people are living longer, which creates more of a need for health and social care workers to take care of them.

Opportunities could be in: nursing, medicine, alternative therapies, support services for mental and physical health.

Covid 19

This pandemic had huge social and economic implications for the world of work and some sectors are still recovering from the impact. For many people there is more flexibility about the way they work through remote working. Covid 19 also highlighted the importance of the role of the life sciences sector.



* STEM - science, technology, engineering and Maths

Different Ways of Working

Depending on the job or sector you go into, there are lots of different ways of working.

Remote work

Perhaps you could work from almost anywhere in the world!

Flexible work

Not working to set times such as 9-5.

Part-time work

Useful to fit in with other responsibilities like caring, education or training.

Temporary or fixed-term contracts

Employers in some sectors (such as agriculture, retail, hospitality, manufacturing and tourism) may take on more people during busier periods.

Zero hour contracts

You may not know how many hours you will work each week. This might work well for you or employers.

Freelance and consultancy work

Specialists may be asked to work with a business when needed.

Shift work

Early morning or night work - such as factory workers, nurses and hotel managers.

Portfolio career

You might have several part time jobs instead of one full-time job if you have more than one interest or skill set.

Gig economy

Instead of a regular wage or salary, you are paid for every "gig" you do as a freelance, short-term or zero-hour contract - an example of this is taxi or delivery drivers or musicians.

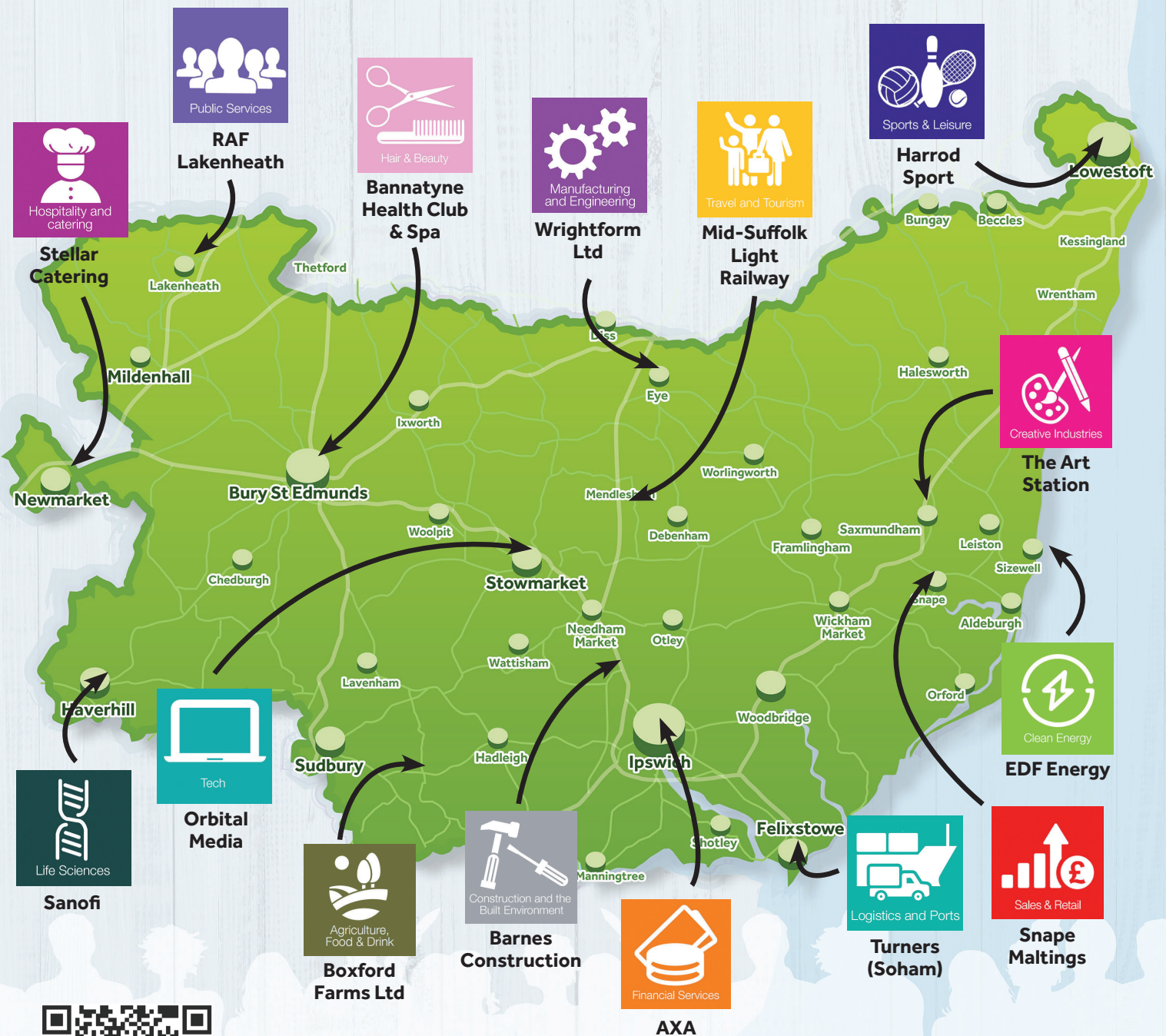
Self-employment or entrepreneurship

You can work for yourself across lots of sectors or you may just have a million-dollar idea you want to sell!



Sectors that are important to Suffolk

There are over 30,000 businesses in Suffolk. Some will be big brand names well known across Suffolk, England and further. Others will be smaller organisations. Nearly 98% of all businesses are small concerns with less than 50 employees and most of these have less than 10 people working for them. This means you will need to look beyond the names you know to find a company that might be right for you.



Find out more

www.icanbea.org.uk/app/explore/organisations-map/

<https://linktr.ee/nextstepsfindoutmore>

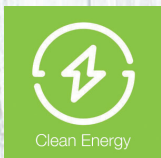
Here is a quick summary of all the sectors that are important to Suffolk



Agriculture, Food and Drink

A career in agriculture or food and drink is one of the most technologically advanced sectors in the UK. There are plenty of opportunities in research, scientific development, environmental management, growing, testing for taste and quality, production of goods, packaging and distribution.

Imagine if you were part of the team creating a new line for a leading brand of plant-based food?



Clean Energy

The future of our planet is the focus of the clean energy sector - windfarms, solar power and nuclear power. Most countries have set targets to help reduce climate change around the world. The work is rewarding, essential and varied.

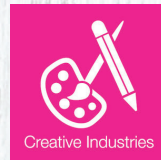
Imagine if you played a part in reducing the emissions across the world?



Construction and the Built Environment

The construction industry is predicted to grow across Suffolk. There are new jobs being created and many of the old favourite professions such as electricians, plumbers and carpenters still have vacancies. Environmental targets mean that there are some exciting new areas to work in such as intelligent or sustainable buildings.

Imagine if you created a building that will exist even after you've retired?



Creative Industries

The creative industries include areas such as advertising and marketing, design, publishing, fashion, gaming as well as the performing arts. Creative businesses are growing all over the UK, creating thousands of new jobs. There are some exciting roles available from app developer to games artist, animator to jewellery designer.

Imagine if you were part of the production team of a major motion picture?



Education and Childcare

There are many different aspects to this sector from classroom teaching, higher education lecturing, youth and community work to childcare. The main employers are academies, schools, local education authorities, colleges, universities, private schools, educational charities, private schools and professional training companies.

Imagine if you cared for and supported the next generation?





Financial Services

Companies in this sector are looking for people with high motivation and enthusiasm. Some jobs within finance and business require a high level of customer service. Others demand commitment and long hours, but the effort can be rewarding. There are also opportunities in the public sector for financial and administrative roles.

Imagine if you were able to help alleviate poverty throughout the world?



Hair and Beauty

The Hairdressing and Beauty industry provides services such as hair cutting, colouring, waxing, nails, make up services, skincare, body and spa treatments and much, much more. It is an ever-expanding industry with more services and skills being taught and offered each year.

Imagine if you were the lead Makeup Artist (MUA) for a new Netflix series?



Health

The health or social care sector is one of the biggest employers in the area. Jobs in health include caring for patients, working in labs or with diagnostic equipment. There are also support roles in admin, security and maintenance which are essential to the day-to-day running of health services.

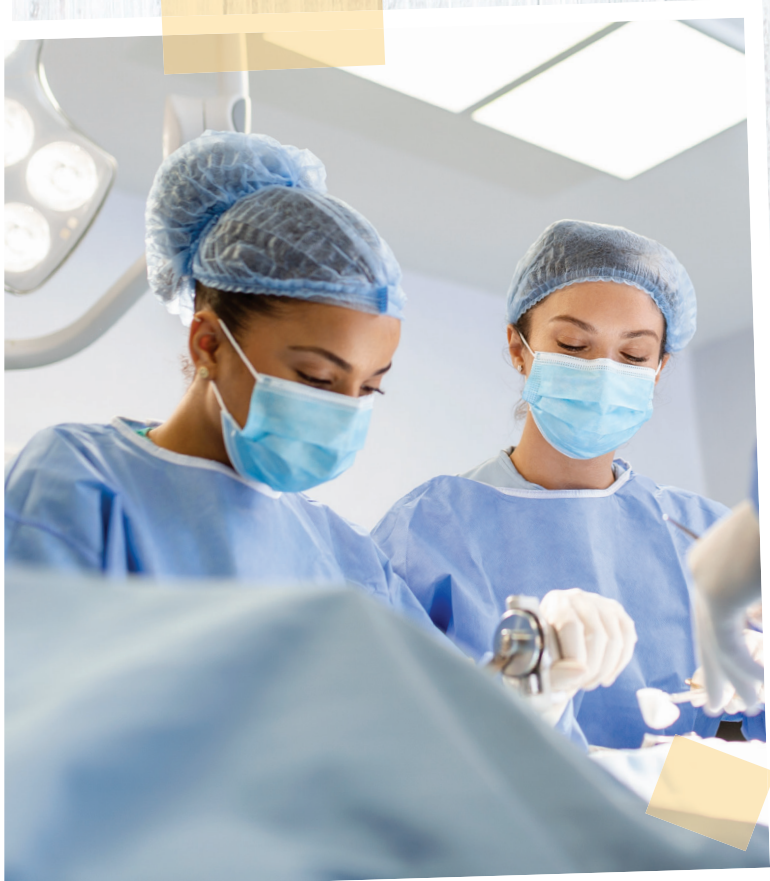
Imagine if you worked as part of a team to give a better quality of life to someone?



Hospitality and Catering

The hospitality industry covers everything from bars, restaurants, hotels, coffee shops, and contract catering to nightclubs and visitor attractions. Working in this industry can be demanding with sometimes long and irregular hours, but there are lots of rewards available to you with plenty of opportunity for career progression. Whether you want to start earning and work your way up or join at graduate level, you should be able to find a route that suits you.

Imagine if you catered for the weddings of people in your local community?



....this industry can be demanding.... but there are lots of rewards available to you....



Life Sciences

This sector is driven by a growing and ageing population, new variants of diseases and an increase in chronic or long-term diseases. It's all about scientific discovery and advanced technology which makes for some very exciting and rewarding roles.

Imagine if you developed a drug to cure a disease?



Logistics and Ports

This sector includes warehousing, storage, road and rail transport, freight and sea shipping. The Port of Felixstowe is Britain's largest container port and is a necessary part of the UK economy. Activities include importing and exporting goods, providing transport for offshore wind farm workers and supporting leisure and tourism.

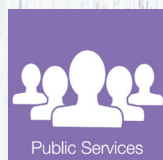
Imagine if you delivered packages to your local community with drones?



Manufacturing and Engineering

There are so many exciting and rewarding careers within manufacturing and engineering from design, motor sport, aerospace and clean energy. Many of the old jobs are disappearing because of new technology, so it no longer necessarily means working in a dirty factory. Nine out of 10 new jobs in this sector need some level of IT skills.

Imagine if you helped the UK create innovative solutions to the world's problems?



Public Services

Offer a diverse range of roles across a variety of employers such as national and local government, Police, Armed Services, Fire Brigade, coastguard and prison services. You could be involved in making policy decisions for your local area or the whole country or helping to serve and protect the general public. There is something to suit almost everyone, but some careers will require a higher level of education than others depending on which area you are interested in.

Imagine if you played a role in shaping policies that would benefit your local community?



You could be involved in making policy decisions for your local area or the whole country...



Sales and Retail

Retail is the largest private sector employer in the UK. This could be in the high street or online. As well as sales roles, there are other jobs such as buying, marketing, stock control, logistics and store operations - all important links in the chain. Industries such as pharmaceuticals, textiles, advertising, manufacturing, recruitment and finance all need salespeople. If you have the drive, you could move quickly up the career ladder.

Imagine if you sold carbon-neutral products to customers across Suffolk?



Social care

This sector is about providing care for people in different settings such as residential care or their own home, helping them to enjoy a sense of independence. Working with people with learning disabilities, physical disabilities, mental health as well as older people and early years all make this a very rewarding sector.

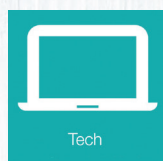
Imagine if you supported someone in your local community when they need it the most?



Sport and Leisure

Can you imagine working in an industry where you can earn money doing something that you love? Becoming a professional sports person is not a realistic option for everybody, but there are many other jobs that you could do such as sports journalism, commentating, coaching, fitness instructing, lifeguarding, sports centre management, horse training, and manufacturing sports equipment.

Imagine if you were part of the support team bringing home a gold medal or major trophy?



Tech

New jobs are being created all the time in the tech sector. Whether you enjoy numbers, computers, coding, electronics or have a creative streak there are plenty of exciting roles, especially if you continue to study a STEM* subject. Job areas include computing, wireless technologies, cyber security, space, data organisation, social media and computer games.

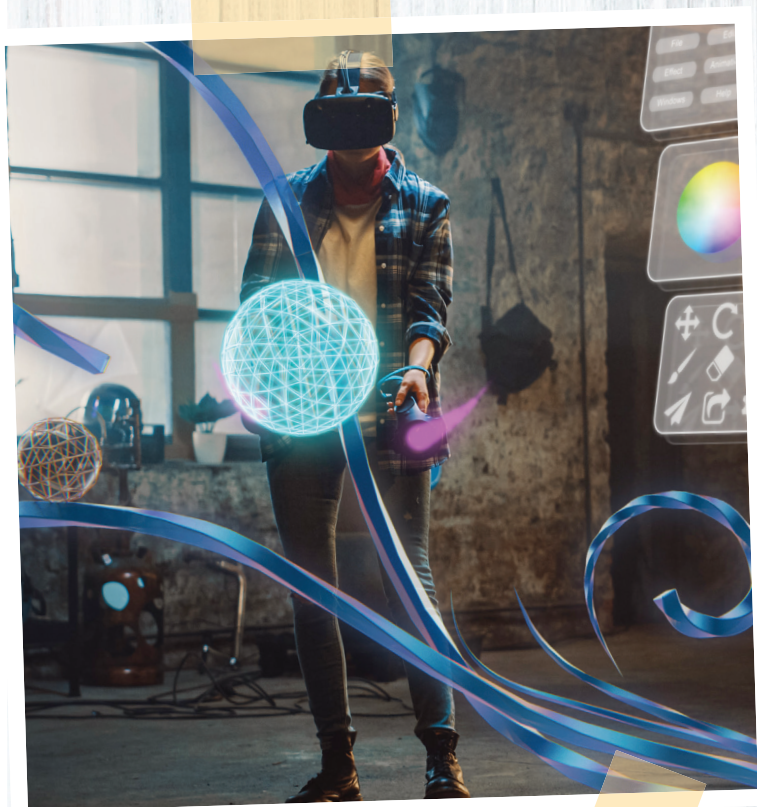
Imagine if you created the next award-winning video game?



Travel and Tourism

People love to explore both home and abroad. You will need lots of enthusiasm to help people discover well-known tourist attractions and some hidden gems! Suffolk's tourism industry employs over 25,000 people and makes up 8% of the local economy.

Imagine if you created a virtual trip that captured the sights, sounds and smells of Suffolk?



For more information on the sectors follow this link for videos, weblinks and stories of local people.



<https://linktr.ee/linkstosectors>

Skills

Employers look for skills - not just qualifications!

Here are some of the skills that you'll need to demonstrate when applying for jobs. Most of them are transferable skills – this means they could be used in any job or sector.

Listening

This skill is all about being able to receive, retain and process information effectively - whether it comes from customers, colleagues or other people.



Speaking

This skill is all about how you communicate effectively with others, whether you are talking to customers, co-workers or other people and in different settings.



Problem solving

This skill focuses on how to find a solution to a situation. This might be through using your technical know-how or your creative expertise.



Digital skills

Even if you aren't working in the Tech sector, pretty much all jobs now require some level of digital skills. These can range from a basic ability to use digital devices, communicate and collaborate with others, to more advanced coding, programming and cyber security. 82% of job vacancies require people to have some digital skills. People with more advanced skills can command a higher salary.

Green Skills

We need people with "Green skills" to help build a more sustainable society. These include engineering, scientific, and technical skills, as well as soft skills such as creativity, adaptability and resilience.

Creativity

Creativity is about innovating and generating ideas using your imagination to solve problems or create new experiences and ideas.



Staying positive

This skill is all about people finding ways to overcome setbacks and achieve goals. It's also about how you manage emotions effectively and remain motivated. You might also refer to it as being resilient.



Aiming High

This skill is about being able to plan effectively and set clear goals. It might be about achieving your own goals or those of an employer or other organisation.



Leadership

This skill not just about how people in positions of management and formal power work, but also for anyone working in teams. It's about supporting, encouraging, and developing others to achieve a shared goal.



Teamwork

This skill is about working with others towards achieving a shared goal. It could apply to formal and informal teams. You need to understand and respect the diversity of the cultures, beliefs, and backgrounds of other people.



Rate your skills...

...with this short quiz.
Which ones do you need to work on to improve your chances of getting an apprenticeship, job, college or university offer?

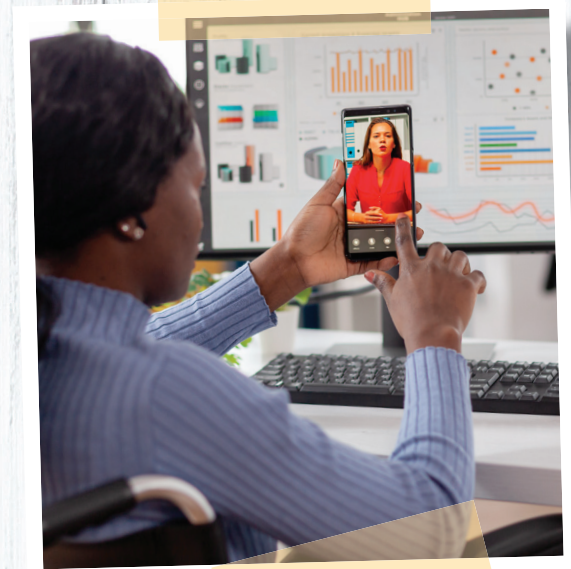


<https://linktr.ee/nextstepsfindoutmore>

What are employers looking for?

When you are ready to apply for a job or an apprenticeship, it's important to take time to get yourself across in a positive way.

Employers like people who:	What can you do to evidence this?
Show initiative	Get a part-time job or volunteer.
Take care in what they do	Fill in your application form clearly and look smart for an interview.
Are keen and enthusiastic	Take an interest in the company by doing some research before an interview.
Have employability or transferable skills	Think about your outside interests to show that you can work in a team, for example.
Are adaptable	Make it clear that you are willing to learn new skills.
Are reliable	Turn up on time! Do what you say you are going to do!



66
 Around half of
 all jobs in 2028
 will require a
 degree or higher
 apprenticeship!

99

What does this mean to me?

The **more qualifications** you have, the **more job opportunities** will be available to you. Try and get the best results you can, including **Maths** and **English** as well as some form of **work experience** such as a **Saturday job** or **volunteering**, you will be more likely to succeed.

Work Experience and Volunteering

The benefits!

- ✓ Employers love to see some work experience or volunteering on a CV or application – even if it isn't directly related to the job.
- ✓ It's also good for college and university applications too.
- ✓ You can learn new skills and see if you will like that working environment at the same time.
- ✓ You might meet new people who could help you get a job later.
- ✓ You could be helping others in your community.

The downsides!

- ▼ You don't get paid.

Part Time Work

The benefits!

- ✓ You will get paid!
- ✓ You get to learn new skills and meet new people.
- ✓ You might be offered a full-time job or apprenticeship.

The downsides!

- ▼ You might eat into your study time.
- ▼ You might find some things boring.

You might also want to look at traineeships to get more experience.

Employer Engagement

Most schools now organise trips to workplaces, employers coming in for talks or to do mock interviews. This can also be a really good way to find out more about different sectors and maybe even impress an employer for part time work or an apprenticeship.

Applying for a job or apprenticeship

Applications

Most applications are online. Take time to complete them fully and ask for help if you're confused about what to include. Creating a CV can be a good way to remember information you may need.

CVs

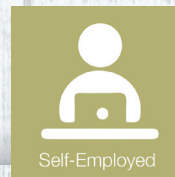
Small companies might only need a CV. There are several CV tools aimed at young people who don't know where to start. Try the YoJo App or icanbea to get you started. QR code

Interviews

Everyone gets nervous in a job interview. Try to get some practice first. Look at the job description and think about examples of what you have done before that can help you demonstrate your skills.

For more help with interviews:

www.icanbea.org.uk/interview-tips/



Self-Employed

<https://linktr.ee/nextstepsfindoutmore>

Self-Employment and Entrepreneurship

Maybe the idea of working for yourself sounds attractive. You'll need a good idea, resilience and determination but you could turn this into a money making business or social enterprise.

Pathways

You will need to stay in some form of learning or training until you are 18. You will also need to continue to study maths and English until you have a GCSE Grade 4 or higher.

Further Education

You can continue learning in a school, sixth form, sixth form college or further education college. You could choose A levels, T Levels, applied or vocational qualifications or perhaps a combination.

For further information, visit:

www.thesource.me.uk/learning/choices-at-16-/

Applied and Vocational

These are a range of qualifications at lots of different levels, that will help you develop practical skills and knowledge for employment. You might progress by taking further courses, Apprenticeships or higher education. Most will concentrate on one specific sector or industry.

T Levels

These are new qualifications designed by employers and are aimed at getting you ready for work. They are equivalent to 3 A levels and offer a mix of classroom learning and on-the-job training. They will provide you with the knowledge and experience that will open the door to employment, apprenticeships or further study.

To find out where courses are in your area, visit:

<https://www.tlevels.gov.uk/students>

Apprenticeships

Apprenticeships are for people of all ages and you can apply to start an apprenticeship after Year 11 or when you are older. They are available in a range of sectors. It can be competitive to get an Apprenticeship as you are applying for a real job. You will be paid but will carry on learning. You can progress to a job, another apprenticeship – in the same area or even a new sector - or higher education.

 **Apprenticeships
Suffolk**

Higher Education

If you get a Level 3 qualification, you can apply for higher education. There are lots of courses available in Suffolk and across the country. For more information look at the UCAS website.

Foundation Level

If you are working at Entry or Level 1 there are lots of courses to help you progress after Year 11. These might be focused on one vocational area or give you a taste of lots of different job roles or help you to become more independent. You will carry on with maths, English and ICT. You will also get lots of support from your tutors or trainers.

Traineeships

If you don't feel ready for an apprenticeship, work or further study, you might want to do a traineeship. These are usually short courses tailored to your needs and will include work experience that will develop your employability skills and confidence. Look on The Source to find out how to contact your local Youth Support Worker for more help and to see what might be available in your area. (Traineeships are currently under review).

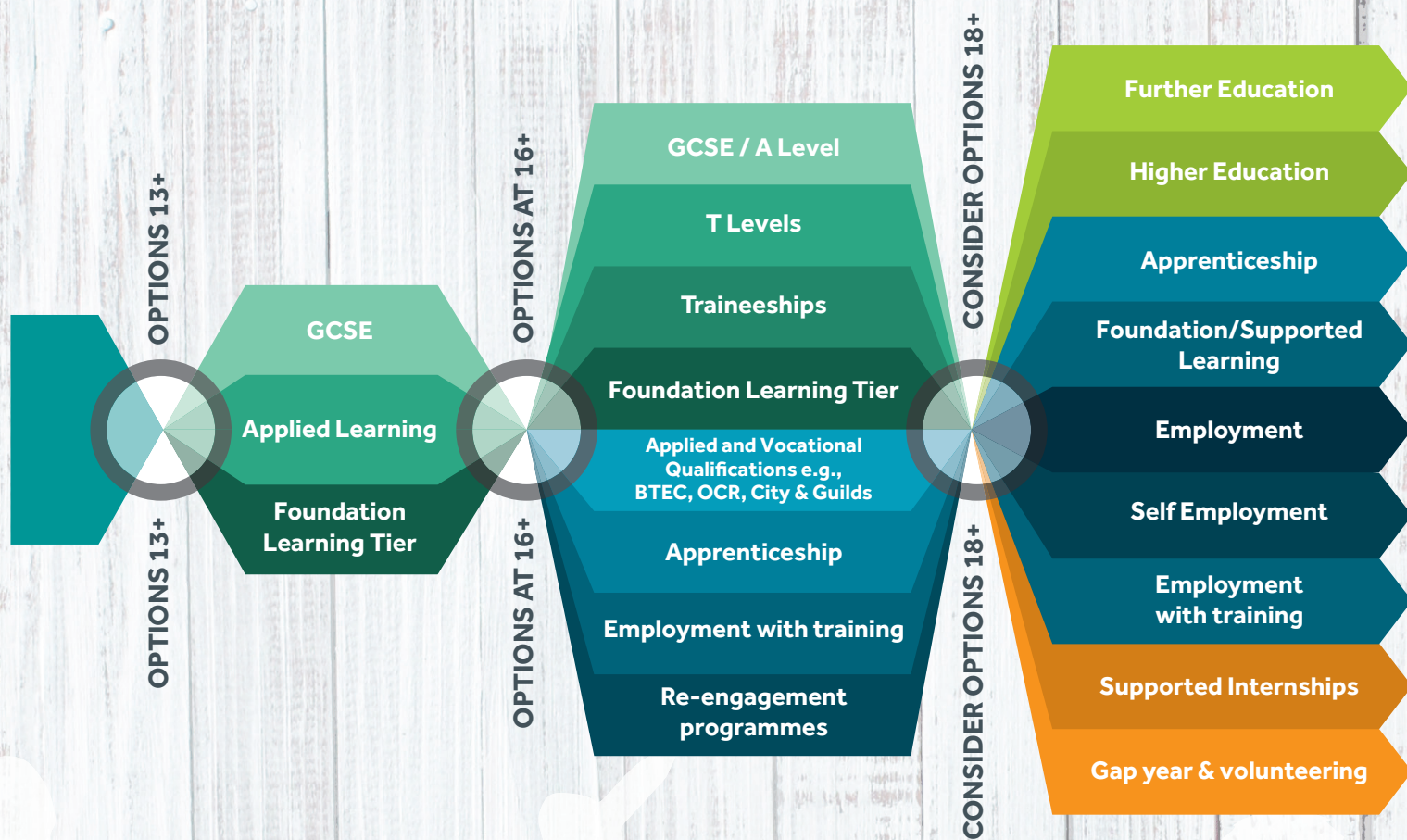
Re-engagement programmes

These are diverse programmes aimed at supporting you to have the confidence and motivation to get back into learning, training or work. Contact Suffolk's Youth Support Service for more help. <https://www.thesource.me.uk/home/where-to-get-help-and-support-in-suffolk/>

Supported Internships

If you have learning difficulties or disabilities and have an EHCP, you may be able to have a Supported Internship. This would give you support in a workplace setting with a view to securing a job. You would probably arrange this with a further education college or training provider.

13-19+ Learning and Employment Routes



Adapted from an original image from the CDI

<https://linktr.ee/nextstepsfindoutmore>



Looking for support if you are disabled or have additional needs

Once you've completed Year 11, you might need a little extra support to get you on the right track. Increasingly employers are appreciating people with different ways of working as they can bring unique skills to the workplace.

Suffolk's Local Offer details provision and support available across education, health and social care. You will also find more information in our Transitions Guide.

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/localoffer.page?localofferchannel=6>

Useful links

icanbea...

icould

BBC Bitesize

National Careers Service



Apprenticeships Suffolk

THE SOURCE

UCAS

This resource is produced by Suffolk County Council Skills Team, Endeavour House, Ipswich, IP1 2BX.

From more information about this booklet or the accompanying materials please contact skills@suffolk.gov.uk.

Thanks to students from Northgate High School, Thomas Gainsborough School, Ipswich Academy, Stone Lodge School, all our career leader colleagues and intern Jess Saunders for their contributions to the content and design of this booklet.



<https://linktr.ee/nextstepsusefullinks>

If you need help to understand this information in another language please call 03456 066 067.

Se precisar de ajuda para ler estas informações em outra língua, por favor telefone para o número abaixo. 03456 066 067

Portuguese

Jeigu jums reikia šios informacijos kita kalba, paskambinkite 03456 066 067

Lithuanian

Jeżeli potrzebujesz pomocy w zrozumieniu tych informacji w swoim języku zadzwoń na podany poniżej numer. 03456 066 067

Polish

Dacă aveți nevoie de ajutor pentru a înțelege această informație într-o altă limbă, vă rugăm să telefonați la numărul 03456 066 067

Romanian

এই লেখাটি যদি অন্য ভাষাতে বুঝতে চান তাহলে নিচের নম্বরে ফোন করুন 03456 066 067

Bengali

Если для того чтобы понять эту информацию Вам нужна помощь на другом языке, позвоните, пожалуйста, по телефону 03456 066 067

Russian

If you would like this information in another format, including audio or large print, please call 03456 066 067.

recycle for Suffolk

POSITIVE ABOUT DISABLED PEOPLE

Stonewall DIVERSITY CHAMPION