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26th Edition

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'The perfect starting point for students and school leavers.'

Education and Training

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United Kingdom

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122 W 27th St, 10th Floor
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Daryaganj
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How to use this book

With a seemingly infinite number of jobs and career paths available, whether you're entering the workforce for the first time or hoping to change careers, this book is an informative guide to over 300 of the jobs and careers available in the United Kingdom and a valuable tool to get you through 'choice overload'. The A-Z of *Careers and Jobs* is the definitive tool to help you on your way to that dream job.

Discover new careers

If you're looking for inspiration, browse the pages to discover jobs that you may not have known existed. Each section has a 'Personal attributes' heading to help you discover how each job would suit your personality along with a section to find out how much you might expect to earn.

Continue your education

If you want some ideas for the different ways you could apply your qualifications, or if you're interested in further study and want to know where it could take you, go to the 'Entry, qualifications and training' heading under each section to find out about what qualifications are needed for each career, or where your current qualifications could take you.

Plan your path

Do you already have a dream job in mind? Look up the entry directly, and find out more about how to get to your goal. You can find out if the job is what you thought it was, discover more about the entry requirements usually needed, and be signposted to further in-depth information on your specific dream job.

Abbreviations

A level	Advanced level
Edexcel	Edexcel Foundation
GCSE	General Certificate of Secondary Education
H grade	Higher grade (SCE)
HNC/HND	Higher National Certificate/Higher National Diploma
NC/ND	National Certificate/National Diploma
NVQ	National Vocational Qualification
SQA	Scottish Qualifications Authority
SVQ	Scottish Vocational Qualification
T Level	Technical Level
UCAS	Universities and Colleges Admissions Service

Qualifications

In England, the GCSE grading system has changed. Since 2017 English and maths have been graded from 1 to 9, with 9 being the top grade. Grades 9 to 4, or 5 equate to the previous system's A* to C. By 2019, all exams were graded by the 1 to 9 system, but most exam boards switched before that deadline. This guide refers throughout to grade 4 as equivalent to grade C.

Technical Levels (T Levels), first taught in September 2020, are an option following GCSEs and equivalent to three A Levels. These are two-year courses that prepare students for work. To ensure the content meets the needs of industry, T Levels have been developed in collaboration with various businesses and employers. As they are being finalised at the time of publication they are not widely referred to in the entry requirements for roles.

Scottish readers should be aware that, in order to simplify the text, the editor has referred to qualifications required in terms of GCSEs, A levels and NVQs or equivalent. NVQs are directly equivalent to SVQs but Scottish National and Higher Qualifications are not equivalent to GCSEs and A levels. The Advanced Higher does equate to A level. Full details of all Scottish qualifications can be found on the SQA website. The easiest way to compare the points awarded for A levels and Highers is to use the Universities and Colleges Admissions Service (UCAS) tariff calculator.

UCAS points were revised in 2017 and the new points system is used throughout this book. The UCAS tariff calculator can be used to calculate the UCAS points of your qualifications.

Overseas international qualifications

The National Academic Recognition Information Centre (comparability of international qualifications) (NARIC) can provide a letter outlining how your overseas qualifications equate to UK qualifications. There is a charge for this service: £59.40 for awards certified in English; £95.40 for awards certified in languages for which translation into English is required. They offer other services such as career path reports – check their website for charges, options, etc: **www.naric.org.uk**.

Useful points of contact

www.cityandguilds.com

City & Guilds awards a wide range of qualifications across nearly 30 industries in the United Kingdom.

www.gov.uk/government/organisations/disclosure-and-barring-service

The Disclosure and Barring Service (DBS) carries out the necessary checks on anyone who has applied to work with children, young people or vulnerable adults. Only employers and licensing bodies can request a DBS check. Job applicants can't do a criminal records check on themselves. Instead, you can request a basic disclosure from Disclosure Scotland (you don't have to be from Scotland to do this).

www.ucas.ac.uk

Provides information about, and processes applications for, higher education courses. UCAS also provides information about postgraduate courses. It offers advice on funding your studies.

Apprenticeships are offered for a huge range of jobs; for example, a PE assistant in a secondary school or a software developer in an IT company.

Apprenticeships combine practical experience in a job with study. They are available at different levels, from Intermediate (Level 2, the equivalent of GCSE) right through to degree (Levels 6 and 7, the equivalent of a bachelor's or a Master's degree).

Apprenticeships are administered slightly differently according to whether you live in England, Northern Ireland, Scotland or Wales. Each has its own web pages, giving advice:

England – **www.gov.uk/apprenticeships-guide**

Northern Ireland – **www.nidirect.gov.uk/campaigns/apprenticeships**

Scotland – **www.gov.scot/Topics/Education/Work-based-Training**

Wales – **<http://gov.wales/topics/educationandskills/skillsandtraining/apprenticeships>**

Not Going to Uni (**www.notgoingtouni.co.uk**) is a website that was set up by a student in 2008, to give options for school leavers who do not want to go to university. It includes lots of useful information about apprenticeships, as well as employer-advertised opportunities.

Sector Skills Councils (SSCs) provide a range of career and training information in different industries and are frequently listed in the information boxes under individual career entries.

BESA (Building Engineering Services Association) – design, installation, maintenance and management of heating and ventilation in buildings:

www.thebesa.com

CITB (Construction Industry Training Board) – the construction industry:

www.citb.co.uk

Cogent Skills – skills for science industries: chemical, pharmaceutical, healthcare, environmental technologies: **www.cogentskills.com**

Create with code – as coding becomes an increasingly important skill, there are many organisations that offer opportunities to learn to code. This is one example: **www.create.withcode.uk**

Creative & Cultural Skills – art, crafts, culture and heritage, music literature, performing arts: **www.ccskills.org.uk**

IMI (Institute of the Motor Industry) – retail motor industry:

www.theimi.org.uk

Instructus Skills (formerly Skills CFA) – skills for business:

www.instructus-skills.org

Lantra – agriculture, animals, forestry, land, natural environment:

www.lantra.co.uk

National Skills Academy for Food & Drink – food and drink manufacturing:

www.nsafd.co.uk

National Skills Academy Nuclear – nuclear power station design and management, decommissioning and waste management:

www.nsan.co.uk

People 1st – hospitality, passenger transport, retail, travel and tourism:

www.people1st.co.uk

PHSP (Plumbing and Heating Skills Partnership): **www.phsp.org.uk**

Screen Skills - works with the UK's screen-based creative industries: film, TV and games: **www.screenskills.com**

SEMTA – engineering and advanced manufacturing technologies:

www.semta.org.uk

SkillsActive – sport and fitness, hair and beauty, playwork, outdoors recreation: **www.skillsactive.com**

Skills for Care & Development – childcare and social care:

www.skillsforcareanddevelopment.org.uk

Skills for Health – healthcare: **www.skillsforhealth.org.uk**

Skills for Justice – law enforcement, fire and rescue policing, custodial care:

www.sfjuk.com

Skills for Logistics – haulage, supply chain, logistics: **www.skillsforlogistics.co.uk**

TESP – The Electrotechnical Skills Partnership – electrical design, installation and engineering: **www.the-esp.org.uk**

Tech Partnership Degrees – information technology, telecommunications and business: **<https://www.tpdegrees.com>**

www.careerconnect.org.uk

Career Connect is a charity providing high quality careers advice.

The National Minimum Wage

From April 2020 the National Minimum Wage hourly rates are £8.20 if you are aged 21 to 24, £6.45 if you are aged 18 to 20, and £4.55 if you are under 18.

In April 2016, a minimum wage for workers aged over 25 was introduced called the National Living Wage; it currently stands at £8.72 an hour. It is difficult to express pay for jobs paid at the National Minimum Wage or National Living Wage rate as an annual salary, as the amount will vary according to the number of hours worked a week. Often these jobs are not full time. This guide refers to 'the minimum wage' to cover both the National Minimum Wage and the National Living Wage.

The minimum wage for apprentices aged under 19 or at any age in the first year of their apprenticeship is £4.15 an hour. Apprentices aged 19 and over who have completed the first year of their apprenticeship must be paid at least the minimum wage for their age.

All figures given for pay, minimum or otherwise, are guidelines only.