

For information/videos on your choices for KS4 visit  
[KOA Website/Secondary/KS4 Curriculum](#)

# PLANNING YOUR FUTURE

What qualifications do I need to become a.....?

Which options should I take to become a .....?

Why do I need Maths GCSE to become a ..... ?

Which careers suit my personal skills ?

Do I have to go to university to become a.....?

This booklet answers those questions for several popular careers choices. Get further information on other careers at:

[www.careerpilot.org.uk](http://www.careerpilot.org.uk)

Helps you with your choices at 14, 16 and 18, information to plan your future study and work (see next page for more information)

[www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk)

Over 750 job profiles detailing work involved, hours, salaries, entry requirements, skills & knowledge, related job profiles, skills health check, action plans and forums.

[www.icould.com](http://www.icould.com)

1000 films of career stories, across all occupations, 3-5 minutes long, where employees tell you what their job involves and how they got there.

[www.nhscareers.nhs.uk](http://www.nhscareers.nhs.uk)

a-z directory of every career involved in running a successful hospital, not just doctors and nurses!

[www.gocracker.com](http://www.gocracker.com)

Information on STEM careers, employers & sectors, work experience, competitions, free apps

All sites provide additional related websites to view



**[www.careerpilot.org.uk](http://www.careerpilot.org.uk)**

This is a software package you can access at home as well as school. It can help you explore different types of jobs, give you information about the jobs and what qualifications and skills are needed to do the job.

If you want to follow a specific career path it is important you look at what qualifications are needed.

When you are on the website click on 'Search Job Sectors' and then choose a sector you are interested in or want to know more about.

You can now look at different types of jobs in this sector and qualifications and skills needed.

## **WHAT ARE EMPLOYERS LOOKING FOR?**

- To attend every day
- Work with other people
- Communication skills
- Specialist skills relevant to the job
- Practical work experience
- Punctuality and reliability

# CAREERS

This booklet is another resource to help you plan for the future and your options

## OPTIONS BEYOND POST 16

- Continue into the [CLF Post 16](#)
- Go to a College of Further Education – [City of Bristol College](#); [SGS College](#); [Bath College](#); [Digitech](#)
- [Apprenticeship](#)

## WHAT IS RPA? (Raising the participation age)

The government has increased the age to which all young people in England must continue in education or training, requiring them to continue until the end of the academic year in which they turn 17 from 2013 and until their 18<sup>th</sup> birthday from 2015.

This means that pupils who left Year 11 in Summer 2013 need to continue in education or training until at least the end of the academic year in which they turn 17. Pupils starting Year 11 or below in September 2013 will need to continue until at least their 18<sup>th</sup> birthday.

This does not necessarily mean staying in school; young people have a choice about how they continue in education or training Post 16, which could be through:

- Full-time study in a school, college or with a training provider
- Full-time work or volunteering combined with part-time education or training
- An apprenticeship

Students deciding to continue into the CLF Post have the following options after Post 16:

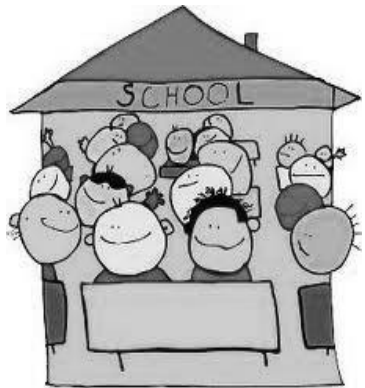
- University for Degree courses
- Apprenticeship
- Higher Apprenticeship
- Find a job

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## PRIMARY SCHOOL TEACHER

Primary school teachers work with children aged between five and eleven, in state or independent schools. As a primary teacher, you would be responsible for a class and teach them all areas covered by the National Curriculum.



You must gain Qualified Teacher Status (QTS) by doing Initial Teacher Training (ITT). There are four types of ITT:

- Undergraduate
- Postgraduate
- School-Centred Initial Teacher Training (SCITT)
- Work-based

(for detailed information go to [ww.nationalcareersservice.direct.gov.uk](http://ww.nationalcareersservice.direct.gov.uk))

To become a teacher you must have:

- GCSEs (A-C) English, Maths, Science - 5 in total
- A Levels, 2 minimum, one in a National Curriculum subject
- Degree

Skills & knowledge:

- Enthusiasm for the subjects you teach
- Ability to make good relationships
- Commitment to equal opportunities
- Ability to work in a team but also to use your own initiative
- Organisational & time management skills
- Ability to manage classes & deal with challenging behaviour
- Excellent communication skills
- Patience & a good sense of humour

More information:

Training & Development Agency for Schools [www.tda.gov.uk](http://www.tda.gov.uk)

Graduate Teacher Training Registry (GTTR) [www.gttr.ac.uk](http://www.gttr.ac.uk)

## RESEARCH SCIENTIST

As a research scientist, you would plan and carry out experiments and investigations to increase scientific knowledge in a range of areas, from life sciences to industrial sciences.



To get into this job you would need a degree and usually a postgraduate qualification, such as a PhD. One route is to get a job as a technician and study part time for a PhD

To do a degree, you will normally need:

- at least five GCSEs (A-C), including English, maths and a science
- two or three A levels, including at least one science or health-related subject

To become a Research Scientist you need: to be good with numbers. You would need to be good at solving problems. You would also need to be patient and persistent--

Skills & knowledge:

- scientific, technical and numerical skills
- an enquiring mind
- problem solving skills
- patience and persistence
- a logical and methodical approach
- accuracy and attention to detail
- spoken and written communication skills
- the ability to work in a team
- the ability to write reports and present your work
- statistical and IT skills

More information: [www.nationalcareersservice.direct.gov.uk](http://www.nationalcareersservice.direct.gov.uk)

## PHOTOGRAPHER

As a photographer you would use film or digital cameras to take still photographs for a huge range of uses. You would use your technical skills and artistic vision to capture images of people, products, places or events, often on a client's behalf.



You would probably specialise in one area, such as:

- social (weddings & portraits)
- advertising & editorial
- press & photojournalism
- fashion (models & clothing)
- corporate (industrial or commercial)
- scientific or medical

Most professional photographers take a college or university course to develop their technical skills, although experience & contacts are important for a successful career. Colleges & universities offer a wide variety of full and part-time courses at all levels. Qualifications range from City & Guilds courses to foundation degrees, BTEC HNDs or degrees. Higher-level courses usually require A levels or an equivalent.

Skills & knowledge:

- Creativity & a good eye for shape, form and colour
- Practical & technical photography skills
- Excellent communication and 'people skills'
- Patience & concentration
- Reliability, with good organisational & time management skills
- Computer skills for using digital imaging programmes
- Motivation and determination

More information:

British Institute of Professional Photography [www.bipp.com](http://www.bipp.com)

Skillset Careers [www.skillset.org/careers](http://www.skillset.org/careers)

Related careers: Animator, Art Editor, Photographic Stylist, Illustrator

## MOTOR VEHICLE TECHNICIAN

Motor Vehicle Technicians service and repair cars, vans, motorbikes, lorries and coaches. They work on all areas of vehicle mechanics and electrics, from the engine and exhaust systems to the air-conditioning and security features



A common way into this career is through an apprenticeship in vehicle mechanics. To get onto a scheme you **may** need GCSEs in Maths, English and Science, or equivalent qualifications.

Alternatively, you could take an automotive course at college to learn some of the skills needed for the job. Check with local colleges or training providers for their exact entry requirements.

### Skills & knowledge:

- excellent knowledge of motor vehicle technology
- strong practical skills
- good problem solving skills—to find faults
- ability to work quickly & pay attention to detail
- good communication & customer service skills
- ability to follow written & verbal instructions
- an awareness of health & safety regulations

### More information:

[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

South Glos & Stroud College [www.sgscol.ac.uk](http://www.sgscol.ac.uk)

City of Bristol College [www.cityofbristol.ac.uk](http://www.cityofbristol.ac.uk)

S&B Automotive Academy [www.sandbb.com](http://www.sandbb.com)

Institute of the Motor Industry [www.motor.org.uk](http://www.motor.org.uk)

Related careers: Auto Electrician, Automotive Engineer, Motor Vehicle Body Repair, Motorsports Engineer

## CHILDREN'S NURSE

As a children's nurse, you will need to have the ability to comfort, reassure and gain the trust of patients. You'll need excellent communication and listening skills. You'll also need the authority and confidence to deal with children or parents in stressful circumstances.



To qualify as a children's nurse, you will need to study for a degree in children's nursing leading to registration with the Nursing and Midwifery Council (NMC).

To do a degree, you will normally need:

- at least five GCSEs (A-C), including English, maths and a science
- two or three A levels, including at least one science or health-related subject
- good references.

Before you begin working with children you will need Criminal Records Bureau (CRB) clearance.

To become a children's nurse, you will need to have:

- a genuine interest in helping and caring for children
- good observation skills
- the ability to make decisions and act quickly when you notice changes in children's health
- the ability to comfort, reassure and gain children's trust
- excellent communication and listening skills
- an awareness of the variety of techniques for communicating with children, such as play
- the authority and confidence to deal with children or parents in stressful circumstances
- the ability to teach parents or carers basic nursing skills
- physical and mental stamina
- good organisation and time management skills
- the ability to remain calm under pressure
- a mature, compassionate and sensitive manner

For more information: [www.nmc-uk.org](http://www.nmc-uk.org) [www.nhscareers.nhs.uk](http://www.nhscareers.nhs.uk)



## PLUMBER

Plumbing is just one of the careers within building services. You'll not only be installing and maintaining traditional central heating, hot and cold water and drainage systems, you'll also be working with technology such as solar heating.



As a:

**Domestic plumber at Level 2** - you'll install basic cold water, hot water, sanitation, rainwater harvesting and central heating systems.

**Domestic plumber at Level 3** - you'll install more complex cold water, hot water, sanitation and heating systems and fuel burning appliances such as gas, oil or solid fuel boilers.

**Industrial & commercial plumber at Level 3** - you'll install heating, fuel supplies, specialist appliances in buildings like factories, hospitals and shopping centres.

Entry requirements:

Most people start as an apprentice straight from school or college and train on the job.

Skills & knowledge:

- good practical & hand skills
- can work carefully, methodically & safely
- can measure accurately
- willing to work in confined spaces
- good written and verbal communication skills
- good team player and able to work on own initiative
- good problem solving skills

More information:

[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

SGS College <https://www.sgscol.ac.uk/>

City of Bristol College [www.cityofbristol.ac.uk](http://www.cityofbristol.ac.uk)

Joint Industry Brd for Plumbing Mech Eng [www.jib-pmes.org.uk](http://www.jib-pmes.org.uk)

## CRIME SCENE OFFICER

Scenes of Crime Officer (SOCOs) collect evidence from crime scenes. Although they are not police officers, they are employed by the police and work closely with them.

SOCOs recover evidence from all types of crime ranging from burglary & theft to murder.



### Entry requirements:

These vary between forces. You may be accepted with a minimum of three to five GCSEs (A-C) or the equivalent, preferably including English, Maths and a Science subject. Some ask for A Levels (or equivalent) and some will expect you to have a degree in a science-related subject.

In some police forces you will start as an assistant, recording, recovering and collecting forensic evidence from crimes such as burglaries and car break-ins. You may then be able to progress to work as a SOCO.

### Skills & knowledge:

- a methodical & patient approach
- exceptional attention to detail
- keen observational skills
- ability to record and report information accurately
- team working skills
- ability to remain calm in unpleasant & distressing situations
- understanding of the need for confidentiality
- a good level of physical fitness
- ability to use computers and scientific equipment

### More information:

Police Service Recruitment [www.policecouldyou.co.uk](http://www.policecouldyou.co.uk)

National Policing Improvement Agency [www.npia.police.uk](http://www.npia.police.uk)

British Transport Police [www.btp.police.uk](http://www.btp.police.uk)

## SOLICITOR

To be a solicitor you will need strong spoken and written communication skills. You will need to be able to analyse large amounts of information. You will also need confidence and the ability to work under pressure.



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To become a solicitor you must have:

a qualifying law degree, known as LLB, you will usually need at least five GCSEs (A-C) and three A levels with good grades. Alternative qualifications like an Access to Higher Education may be acceptable. Some universities may also ask you to pass the National Admissions Test for Law (LNAT) before accepting you for a law degree.

To become a solicitor you would need to have:

- strong spoken and written communication skills
- the ability to absorb and analyse large amounts of information
- a high level of accuracy and attention to detail
- the ability to explain legal matters clearly to non-experts
- confidence and a persuasive manner
- the ability to work under pressure and manage several cases at once
- tact and empathy
- respect for confidentiality
- skills with figures, if you deal with property and financial work

For more information: [www.lawsociety.org.uk/careers](http://www.lawsociety.org.uk/careers)

# POLICE OFFICER

A Police Officer keeps law and order, investigates crime and supports crime prevention.



Each police service has its own recruitment requirements, but the process is the same whichever service you choose. You'll need to:

- be aged 18 or over
- be a British or Commonwealth citizen, a European Union (EU) or European Economic Area (EEA) citizen, or a foreign national with the right to stay and work in the UK for an indefinite period
- pass background and security checks and give details of any previous convictions

You'll have to attend a Police SEARCH Recruit Assessment Centre. You'll be interviewed and given various tests, including physical fitness, medical and eyesight checks. The College of Policing has more information.

You'll need:

- the ability to learn facts and procedures quickly
- to be calm and decisive in challenging situations

What you'll do will depend on which force you join and whether you later specialise. You'll work with other police officers and staff such as police community support officers, crime scene and road traffic accident investigators.

Your day-to-day tasks may include:

- investigating crimes and offences
- responding to calls for help from the public
- interviewing suspects and making arrests
- giving evidence in court
- policing large public events and gatherings
- giving the public advice on personal safety and crime prevention

For more information: [www.college.police.uk](http://www.college.police.uk)

# PRIVATE PRACTICE ACCOUNTANT

Private practice accountants help people and businesses manage their money effectively.



Entry requirements vary but you'll usually need at least 2 A levels and 3 GCSEs (A\* to C), including maths and English, or equivalent.

You don't usually need a degree or maths A level.

You must qualify with one of the following professional bodies:

- Association of Chartered Certified Accountants (ACCA)
- Institute of Chartered Accountants in England and Wales (ICAEW)
- Association of International Accountants (AIA)
- Chartered Institute of Management Accountants (CIMA)

These each have different entry requirements for their courses and different routes to qualify. You can usually qualify more quickly if you have qualifications in business and finance or A levels.

You could also get into this job through an apprenticeship.

The skills you'll need:

- analytical skills and a logical approach
- a high level of accuracy and attention to detail
- organisational and time-management skills
- good communication skills, to explain complex financial information clearly

Your clients could range from small businesses to large companies or wealthy individuals. Your day-to-day duties might include:

- preparing financial statements, business plans and budget reports
- producing accounts and auditing
- managing clients' spending and costs
- filing tax returns and giving tax advice
- forecasting profits and performance
- helping businesses that may be in financial difficulty
- investigating fraud (forensic accounting)

You'll deal with all of these if you freelance or work for a small accountancy practice. In a large practice you'll specialise in one area like tax or insolvency.

# SYSTEMS ANALYST

Systems analysts look at a company's IT infrastructure and work out where to make improvements.



You'll usually need industry experience and an HND or degree. Relevant subjects include:

- computer science
- information management systems
- business information systems
- maths and operational research

You could also take an Information Technology Management for Business (ITMB) degree.

If you already have a non-IT related degree, you could complete a postgraduate IT conversion course which focuses on business skills as well as technical ability.

Companies may still want to see relevant work experience and you'd be expected to have a working knowledge of programming skills and analysis methods.

You could get into this job through a degree apprenticeship.

Skills you'll need:

- a creative approach to problem-solving
- excellent communication and presentation skills
- project management skills
- budgeting skills

Your work could range from integrating telephone and computer networks in a call centre to restructuring a bank's customer account database to make it more secure.

Your day-to-day tasks may include:

- working out your client organisation's needs
- drawing up plans for a modified or replacement IT system
- carrying out feasibility studies of proposals and making recommendations
- working closely with programmers and software developers to build systems
- overseeing testing to find problems before the final version of the system is released
- providing staff training and instruction manuals for new or upgraded systems

An important part of your job will be to make sure that your designs are future proof, ie flexible enough to adapt as the organisation or business grows.

You'll use various computer assisted software engineering (CASE) tools and programming methods.

## WEB DESIGNER

You don't always need qualifications to become a web designer, but most designers have experience in other types of design, or have done some training in web design.



You'll need to show evidence of your creative and technical skills.

You'll also need:

- a good working knowledge of HTML
- experience of writing web pages in a combination of codes
- a working knowledge of design and programming tools like CSS, Flash, Javascript, .Net frameworks, Dreamweaver and Photoshop

Colleges offer a wide range of courses on these and you can also find many online tutorials, which are often free to use.

You could also take a college or higher education course in a web design or multimedia subject.

You'll need the following skills:

- strong creative skills
- the ability to pay attention to detail
- good problem-solving skills and a logical approach to work
- the ability to explain technical matters clearly
- an ability to work to deadlines

You could work on any kind of website, from education to shopping.

Your day-to-day duties might include:

- meeting clients to discuss what they want their site to do
- preparing a design plan
- deciding which branding, text, colours and backgrounds to use
- laying out pages and positioning buttons, links and pictures using design software
- adding multimedia features like sound, animation and video
- testing and improving the design and site
- uploading the site to a server

The UK Web Design Association (UKWDA) and Bubble Jobs have more information about becoming a web designer.

**VERBAL COMMUNICATION**  
Able to express ideas clearly  
and confidently in speech



**WRITTEN COMMUNICATION**  
Able to express yourself  
clearly in writing



**FLEXIBILITY**  
Adapt successfully to  
changing situations and  
environments

**PLANNING &  
ORGANISING**  
Able to plan activities  
and carry them  
through effectively

**DRIVE**  
Make things happen  
and constantly looking  
for better ways of  
doing things

## **EMPLOYABILITY SKILLS**

**ANALYSING &  
INVESTIGATING**  
Gather information  
systematically to  
establish facts and  
principles.

**COMMERCIAL AWARENESS**  
Understand the commercial  
realities affecting the  
organisation

**INITIATIVE & SELF MOTIVATION**  
Able to act on initiative, identify  
opportunities and proactive in  
putting forward ideas and solutions



**TEAM WORK**  
Work confidently in a  
group



**TIME MANAGEMENT**  
Manage time effectively,  
prioritising tasks and be able  
to meet dead lines