

## Making Career Choices

and

## Looking for Work

The National Careers Service can offer you advice and support such as:

- Identifying your skills
- Exploring career options
- Looking at job profiles
- Information about the labour market and salaries
- Finding a course
- Finding a job
- Making a CV
- Completing application forms
- Interview Skills
- You can access their service online at

<https://nationalcareersservice.direct.gov.uk/>

You can also speak to a qualified Careers Adviser on 0800 100 900 or [use webchat](#) 8am to 10pm, seven days a week

If you have already made an unsuccessful application for an apprenticeship a named Adviser will support you until you have been suc-



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jobcentreplus

Advice on  
Leaving  
Education

# Useful Organisations

## Careers and Job Websites

[www.findajob.dwp.gov.uk](http://www.findajob.dwp.gov.uk)  
<https://www.bbc.com/bitesize/careers>  
<https://s2sacademy.com/>  
<https://careerpilot.org.uk/>  
[www.healthcareers.nhs.uk](http://www.healthcareers.nhs.uk)  
<https://www.civil-service-careers.gov.uk/>  
[www.icould.com](http://www.icould.com)  
<https://www.gov.uk/government/news/university-traineeship-first-job-what-s-your-post-exam-plan>

## Apprenticeship and Job Information

[www.amazingapprenticeships.com](http://www.amazingapprenticeships.com)  
[www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)  
[www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)  
[www.allaboutschoollleavers.co.uk](http://www.allaboutschoollleavers.co.uk)

## Other Useful Websites

<https://www.citizensadvice.org.uk/>

## Volunteering Information:

[www.vinspired.com](http://www.vinspired.com)  
[www.ncsnortheast.co.uk](http://www.ncsnortheast.co.uk)  
[www.do-it.org.uk](http://www.do-it.org.uk)

## Youth Employment Initiative

This is a programme that offers support to young people who are not in employment, education or training. This is regardless of whether or not they are claiming benefit. Your Adviser will offer you a range of activities and support packages helping you move onto:

- apprenticeships
- traineeships
- job placements
- further education leading to a qualification

There a wide range of organisations delivering this programme. To find your local providers type 'Youth Employment Initiative' into a search engine or look on your council website.

## Princes Trust

Offer various programmes including the 'Get Into' programme with national employers. They also offer a 12-week personal development programme, for the chance to gain new skills, take a qualification and meet new people. You'll be challenged to:

- Take on your own group community project, making a positive difference to the place where you live
- Take part in an action packed residential trip
- Get two weeks' work experience in something you're interested in
- Develop your English and Maths skills

As part of the course, we also spend some time developing your interview and CV skills to ensure your confidence is sky-high for when taking the next step.

[0800 842 842](tel:0800842842)

<https://www.princes-trust.org.uk/>

## Leaving School Check List

Leaving education means entering the adult world and taking on the responsibilities associated with that. Whether you are starting work or looking for work while claiming Universal Credit, you will need the following:

- **Appropriate Email address (which you can access)**
- **Appropriate social media account**
- ♦ **National Insurance Number**
- ♦ **Identification e.g. birth certificate / passport**
- **Bank account**
- **CV to look for jobs or apprenticeships**
- **Access to references**

## National Insurance Number Helpline

[www.gov.uk](http://www.gov.uk) 0300 2003500

**If you think you may be eligible for benefit:**

[www.gov.uk](http://www.gov.uk) (0800 3285644)