

C13/14

CHOICES AT 13/14

A guide to making your
Key Stage 4 option choices

My Key Stage 4 option choices:

.....



What's inside!

- What to study
- Careers & subjects
- People, the web & computer programs
- Support if you have additional learning needs
- Help You Choose
- Qualifications & progression
- Skills for your future
- Do's and don'ts

What are
my choices?

Who can
help me?

Looking
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What
next?



C13/14

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(The information in this publication was correct at time of going to press, November 2017)

What are my choices?

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Introduction

Welcome to 'Choices at 13/14'

During Year 8 or 9 you will be making important decisions about which subjects to study in Key Stage 4. This is the first time that you will have been asked to make choices about what you want to study. You will study a range of subjects some of which are compulsory and others which you can choose.

Making these big decisions can be daunting which is why we have produced this booklet to help you to think through your option choices.

Inside you will find information on:

- Where you can get help and advice on making your choices
- Where to find information
- What subjects you have to take
- What choices you may have
- Support if you have special educational needs
- Your choices after Year 11
- Skills you will need in the future
- The future for jobs in Norfolk
- Tips on how to make good choices



We hope that 'Choices at 13/14' will help you in making decisions and researching your future plans.

TOP TIP Make the most of all the help that is available at school and on the web so that you choose subjects that will work for you.

What are my choices?



Where?

Did you know that as well as choosing what to study you can also now choose where to study?

School

Most of you will choose to continue with your Key Stage 4 studies full-time at your current school. Your school knows you well and will provide you with the core GCSE subjects of maths, English and science together with a range of GCSE subject options. Some schools may also combine these with other applied or vocational subjects.

Alternative provision at a Further Education College or Training Organisation

Some of you may find that your option choices at your school include courses where you will spend some of the week at a local further education college or training organisation during Key Stage 4. Here you usually learn more practical and work-related skills linked to a particular career area such as hair and beauty, animal care, construction, engineering or sport.

University Technical College (UTC) Norfolk

You may choose to apply to join Norfolk's UTC in Norwich which specialises in science and engineering. At Key Stage 4 you will study the core GCSE subjects of maths, English and science together with a range of other GCSE subject options. You will also study qualifications in engineering and undertake two weeks of relevant work experience.

What subjects will I study?

The subjects you study in Key Stage 4 will help to prepare you for your next step after Year 11 – further education, an apprenticeship or other job with training.

In Key Stage 4, most young people will study GCSEs for the next 2-3 years in subjects they have done before and perhaps some new ones such as media studies, psychology, engineering or business.

What subjects are compulsory?

Some subjects are compulsory for all young people in all schools. The core subjects you will need to achieve are:

- ✓ English
- ✓ Maths
- ✓ Science

Why are these subjects important?

English, maths and science are really important because they cover the knowledge and skills that you will need for work and adult life. Employers, colleges and universities all say that these subjects are critical to progress into further education, higher education and employment. As a result, all young people are now expected to achieve in these three core subjects. So what are these subjects all about?

What else do I need to know?

- ✓ GCSEs are now graded from 9 to 1 (9 being the highest).
- ✓ Grade 4 is considered to be a 'standard pass' and grade 5 a 'strong pass'.
- ✓ Most subjects will be assessed by exams that you take at the end of the course.

English and maths after Year 11

Currently if you do not gain a grade 4 or above in GCSE English and maths you are expected to continue studying these subjects after Year 11 whatever you decide to go on to do. This may change after 2019.





English Language and English Literature

You learn about and develop skills in...

Study of non-fiction and prose; listening and speaking; reading and critical thinking; expressing your ideas in writing; accurate use of spelling, punctuation and grammar. In English Literature you study different types of writing including modern texts, classic literature, poetry and drama, including Shakespeare.

Useful for careers in...

English helps in any career and particularly where you work with people. Consider teaching, advertising, media, law, the police, retail, social work etc. Take a look at www.icould.com/stories/subject/english/



Maths

You learn about and develop skills in...

Using numbers; solving problems (algebra); shapes and measurement (geometry); how to process and solve problems using numerical data (statistics); working accurately and logical thinking.

Useful for careers in...

Science, engineering, mechanics, construction, finance, banking, insurance, business, design, and many more. Take a look at www.mathscareers.org.uk for ideas.



Science

You learn about and develop skills in...

Develop your knowledge and skills in chemistry, biology and physics. Planning; thinking logically; working systematically; testing out ideas; finding and presenting evidence; understanding and conducting experiments; using mathematical skills. You can study science either as combined science or as single sciences – biology, chemistry and physics.

Useful for careers in...

Science, astronomy, construction, engineering, health & medical, teaching, veterinary science, zoology and many more. Take a look at www.futuremorph.org for ideas.

Are there other GCSE subjects I might be required to take?

Your school may also require you to take other GCSE subjects such as a modern foreign language and a humanities subject. There are also some other subjects that you will take courses in but may or may not take exams. These include computing, physical education (PE), citizenship, religious education and sex and relationship education.

Vocational (Work-Related) Qualifications

However, it's not just about GCSEs. You may also be able to do more work-related courses such as a BTEC alongside your core GCSEs. Vocational courses develop knowledge and understanding of an industry sector and may include subjects such as business, construction, health & social care and travel & tourism. These are also sometimes called Technical Awards. You may do this at your school, at another school, a local college or a training provider for one or two days a week.

Personalised programmes

Some of you may need a bit more time to develop your skills, build your confidence and gain qualifications that help prepare you for your next steps at 16+. Part of these programmes will involve taking English and maths combined with lessons that help you develop your personal and work related skills.



TOP TIP To see how subjects relate to future careers take a look at www.icould.com/watch-career-videos/by-subject/

Make the most of all the help that is available at school and on the web so that you choose subjects that will work for you.

GCSE subjects explained

Most schools offer young people some subject choices in Key Stage 4. Your school should produce an options booklet that shows exactly what courses and subjects you can choose from. They may also put this information on the school website and on Help You Choose, Norfolk's careers information, advice and opportunities website for young people at www.helpyouchoose.org

Here are just a selection of some of the more commonly offered GCSEs. Your school may well offer other subjects which are not listed here.

Modern Foreign Languages



You learn about and develop skills in...

Listening, speaking, reading and writing in another language; understanding grammar; the lifestyle and culture of another country.

Useful for careers in...

International business, finance, diplomatic service, travel and tourism, hotel & hospitality management, translation, interpreting – for more ideas, take a look at www.icould.com/stories/subject/modern-languages/

History



You learn about and develop skills in...

The history of Britain and the wider world. Understand developments and issues associated with a historical period. Finding information; analysing it; making decisions based on evidence and communicating your conclusions to others.

Useful for careers in...

Archaeology, archives, antiques, museums, law, journalism, libraries, information, local government, civil service and many more. Take a look at www.icould.com/stories/subject/history/

Geography



You learn about and develop skills in...

Physical and human geography, people and the environment, carrying out fieldwork. Finding, handling and communicating information using maps, digital sources, diagrams and statistics.

Useful for careers in...

Surveying, town planning, transport and logistics, geology, travel and tourism, agriculture, conservation, meteorology and many more. Take a look at www.icould.com/stories/subject/geography/



Computer Science

You learn about and develop skills in...

Computer science and programming including how particular programs and algorithms work, systems software, systems architecture, networks, cyber security and data storage. Problem solving, how to design, write, test and refine programs, applying computer-related maths.

Useful for careers in...

Nearly every job, but particularly network management, systems design, database administration, technical support, computer programming and analysis and many more. Take a look at www.thetechpartnership.com/tech-future-careers/

Physical Education (PE)

You learn about and develop skills in...

Applied anatomy and physiology; physical training; using data; sport psychology; sport and society; benefits of sport and practical performance. Developing tactics and strategies; planning; evaluating performance; working in a team and supporting others.

Useful for careers in...

Sports coaching, professional sports, teaching, coaching, personal training, outdoor activities instruction, armed forces, and many more. Take a look at www.icould.com/stories/subject/sports-science-and-pe/



Drama

You learn about and develop skills in...

The technicalities of drama, theatrical skills and performance. As well as performance skills you'll also gain self-confidence, learn how to work in a team and how to receive and give feedback.

Useful for careers in...

Acting, stage management, arts administration, singing, teaching, training, public relations, marketing and many more. Try www.icould.com/stories/subject/drama-and-theatre-studies/



Design and Technology



You learn about and develop skills in...

Developing design proposals; designing and making prototypes; learning how to take design risks; communicating your design ideas and decisions using different media and techniques. Develop decision making skills; your knowledge of materials and technologies and practical skills.

Useful for careers in...

Building and construction, mechanics, engineering, manufacturing, product design, fashion and many more... Take a look at www.icould.com/stories/subject/design-technology/



Art and Design



You learn about and develop skills in...

Creating and communicating ideas visually in art, craft and design and understanding how contemporary and historical artists and designers used images. Drawing skills; practical and technical skills using different materials and media; how to plan, record and present your work.

Useful for careers in...

Design, fashion, advertising, architecture, beauty, floristry, photography and many more... Take a look at <https://ccskills.org.uk/careers>

Business

You learn about and develop skills in...

How businesses work, business operations, finance, marketing and human resources. What influences business activity; what business operations involve. Develop and use mathematical techniques, problem solving and decision making skills relevant to business.

Useful for careers in...

Accountancy, banking, human resources, marketing, economics, management consultancy, entrepreneurship and many more... Try www.icould.com/stories/subject/business-studies-and-economics/ for some ideas.



Who can help me?

There is plenty of advice and support available to you from all sorts of people when making your option choices. You will also find information available online. Here are some suggestions:

People who know you well

Your parents or carers, close relatives or family friends or your subject teachers and form tutor at school all have valuable knowledge and experiences. They might help you to sort out what you want to do in the future. This will make choosing your options much easier.

People who can give you expert help

Speak to your school's careers coordinator or careers adviser. They will know a lot about your options. You can also speak to people who may not know you but are able to offer you professional advice:

You can contact a careers adviser at the National Careers Service - <https://nationalcareersservice.direct.gov.uk> Call them on 0800 100 900 from 8am to 10pm every day.

**National
Careers
Service**™

The web and computer programs

Try browsing the following sites for information:

Careers box – www.careersbox.co.uk is a free online library of careers films, news and information. The case study films give you an idea of what a job is really like.

ICould – www.icould.com has career videos as well as games and information. Take a look at their information on choosing your options at www.icould.com/article/choosing-your-gcse-options/

Start – www.startprofile.com set up your own personal profile to generate career and course suggestions. You can explore different study options; research industries, employers and jobs and find out about employability skills.

Your school may use careers software programs such as **Kudos** or **JED (Job Explorer Database)** that can help if you're stuck for career ideas. Ask your school's careers coordinator or careers adviser what software programs you can use.

Social media and online communities such as www.thestudentroom.co.uk provide information and the opportunity to share ideas. Just make sure you follow safety guidelines and you check on any advice given with an expert.



I've got special educational needs – who can help me?

Talk to your SENCo (Special Educational Needs Co-ordinator) at school or your form tutor who will help you with your option choices.

If you have an Education Health Care Plan (EHCP) you will have an annual review meeting. If you have a Statement of SEN, your annual review may be used to talk about changing your Statement of SEN to an EHCP. At the meeting you and your parents/carers will talk about how you are getting on at school, your post-16 choices and start thinking about how you can be helped to prepare for adulthood. This means that you should be given the opportunity to talk about your aspirations and abilities, what you would like to do when you leave post-16 education or training and the support you will need to achieve your ambitions.

These are some of the topics that might be talked about:

- The support you need to meet your goals around employment, independent living and housing, friends and community participation and health and wellbeing.
- What might be the best post-16 provision to help you achieve your career aspirations and achieve your goals. This may include inviting representatives from post-16 institutions to review meetings.
- Planning your transition to adult social and health services, if needed.
- How the outcomes in your EHCP Plan will be achieved and what new skills you need to learn in order to achieve your goals.

Don't forget this meeting will be all about planning for your future and what support you will need. The meeting should give you the chance to say what you would like to do when you leave school and as an adult. Your school's careers co-ordinator and SENCo will work together to support you with your ideas and help you to plan your transition to post-16 education or training at the end of Year 11.

Find out more at www.norfolk.gov.uk/send and at www.norfolk.gov.uk/children-and-families/send-local-offer/preparing-for-adulthood

Help You Choose

Help You Choose – www.helpyouchoose.org is Norfolk's careers information, advice and opportunities website for young people. You will find information on the website about your Choices at 13/14 in the 'Info & Advice' section. You can also use Help You Choose to search for post 16 courses and apply to sixth forms and colleges as well as find jobs and apprenticeships when you are in Year 11.

 HelpYouChoose
Your future, your choice



Looking Ahead

In just a couple of years you will be making more decisions about what you want to do for at least two years after Year 11. It's important to think about your choices now, particularly if you have an idea of what you would like to do later on, as they might influence your option choice decisions.

After Year 11, you can:

Stay in full-time education

You can continue your academic education, for instance taking A levels; or you can look for more vocational or technical courses, such as BTECs or the new T Levels which are being introduced in 2020. You can even combine the two! In Norfolk, depending on where you live, you can continue with your full-time education at:-

- A School Sixth Form or Sixth Form Centre
- A Sixth Form College
- A College of Further Education

Start an apprenticeship

You can choose to do an apprenticeship. An apprenticeship is a real job and lets you work and earn money while learning and getting qualified. There are many types of apprenticeship available in Norfolk from accounting through to laboratory and science technicians. Depending on your achievements, you can do an apprenticeship at intermediate or advanced level. It may be possible to progress on to apprenticeships at higher or even degree level.

Get a traineeship

Traineeships may be an option if you feel you need extra help to develop your skills to progress into an apprenticeship or job. They can last from six weeks to up to six months and provide work experience as well as help to improve your maths and English to help to prepare you for an apprenticeship or job.

Start full-time work or volunteering with part-time education or training

You can get a job or do volunteering for more than 20 hours per week but you must make sure that you are also involved in some part-time training or education at the same time.

Remember, you will continue in some form of education or training at least until you are 18 so that you gain the knowledge, skills and qualifications you need to get a job you enjoy in the future.



HelpYouChoose
Your future, your choice

TOP TIP Find out more about all these options at www.helpyouchoose.org

QUALIFICATIONS

Which Qualification?

The chart below gives you an idea of what qualifications are available at different levels. If you're not sure which level you are currently working at, speak to your careers coordinator or form tutor. Once you have achieved at one level you should be able to progress to the next, for example, if you achieve grades 4/5 and above at GCSE (Level 2) you should be able to progress onto a Level 3 qualification. For some Level 3 qualifications, such as A levels, you may need to achieve at least a grade 5 at GCSE in order to continue studying the same or similar subject.

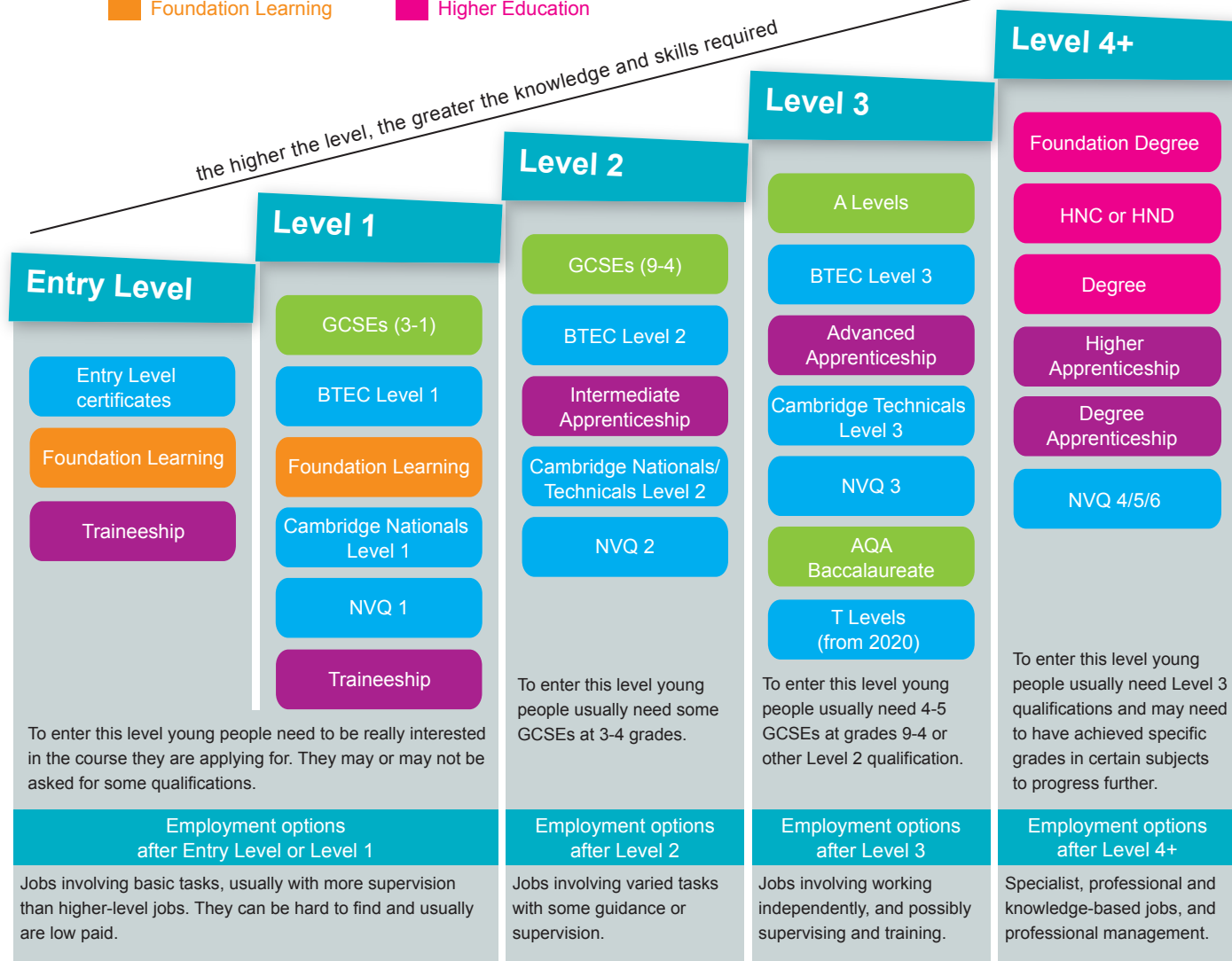
The level tells you how hard a qualification is – the higher the level, the harder the qualification. Each level includes different types of qualification: academic, vocational/technical and job-related.

For more information on qualifications and levels take a look at the Info & Advice pages of Help You Choose at www.helpyouchoose.org

14-19 Options

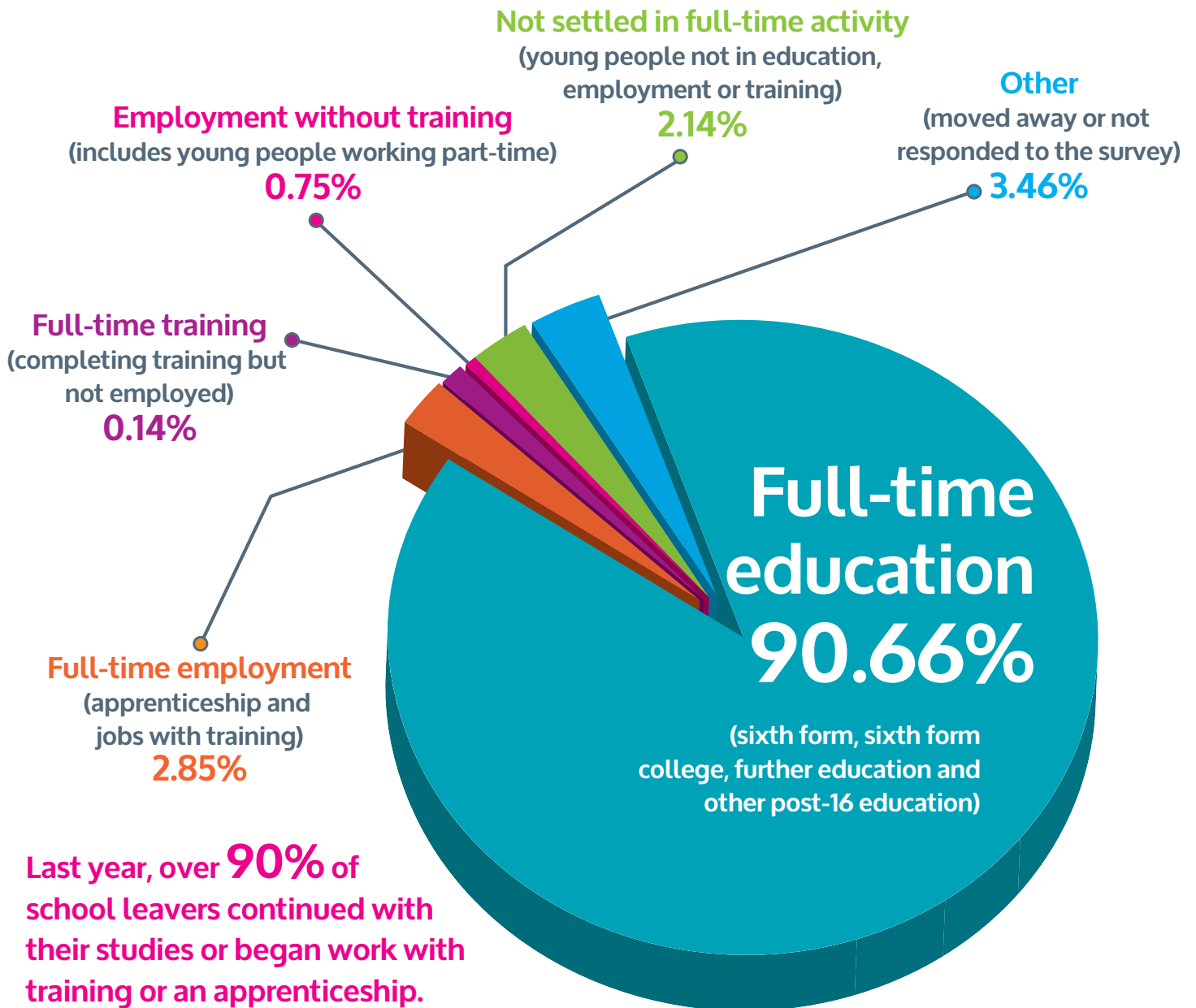
Key: ■ Academic qualifications ■ Vocational/Technical qualifications ■ Traineeships & Apprenticeships
■ Foundation Learning ■ Higher Education

the higher the level, the greater the knowledge and skills required



What happened to this year's school leavers?

The chart below shows you what Norfolk school leavers who finished Year 11 in the summer of 2017 went on to do.



Last year, over **90%** of school leavers continued with their studies or began work with training or an apprenticeship.
(Information correct as at 1st November 2017)

Don't forget that whatever you choose to do after Year 11 you will need to stay in some form of learning or training at least until you are 18.

TOP TIP Find out more at your school's options evening by talking to the teachers of the subjects you're interested in.

Developing your skills for the future

Studying and getting qualifications will increase your knowledge and also help you to learn new skills. These will be important for when you enter the world of work.

Some of the skills you will be developing that employers are looking for include:-

- ✓ **Communication** – you can listen and learn, follow instructions and communicate with others in writing and verbally
- ✓ **Numeracy** – you are accurate and confident with figures and measurements and can use graphs and diagrams
- ✓ **Information Technology** – you can use different programs such as spreadsheets and word processing
- ✓ **Team working** – you can work with other people and can support and learn from them
- ✓ **Time management** – you can plan your time, set and achieve your goals and meet deadlines
- ✓ **Problem solving** – you can identify a problem and come up with different ways to tackle it

Employers also like to see people who are motivated, willing to learn and are positive about their work.

Whatever happens to the world of work in the future, a combination of qualifications, skills and personal qualities will help you to be successful in whatever you choose to do.

TOP TIPS

Here are some key things to bear in mind when thinking about your future:

- The world of work is always changing
- Having a 'job for life' is now less common
- Jobs for skilled and well qualified people are increasing
- Jobs for unskilled, poorly qualified people are falling
- It's important to keep learning and developing your skills and abilities
- Take advantage of any opportunity to learn new skills and gain new experiences.

Which animal are you...?

Find out which careers might suit your personality by taking the Buzz Quiz at www.icould.com/buzz

TOP TIP

Do the best you can so you can show an employer that you not only have the qualifications but are willing and able to learn.

Norfolk's job market

Although the job market is changing all the time it's important to think about it when planning your future so that you understand what types of career opportunities exist, particularly in your local area.

In Norfolk over the next 10 years there are likely to be more jobs in the following key employment sectors:-

- **Energy (including renewables)** – the East of England is the second largest centre for energy in the UK which includes oil and gas, onshore and offshore wind energy, nuclear and bio-mass fired power generation.
- **Advanced manufacturing and engineering** – over 1,000 engineering companies in Norfolk employ a highly-skilled workforce of around 10,000 people across all areas of engineering.
- **Life sciences** – Norwich Research Park is one of the largest clusters of food, health, plant and environmental science organisations in the world! Over 12,000 people work on the site.
- **Financial and insurance** –with over 180 companies, we have one of the largest clusters of finance and insurance businesses outside of London. Norwich is also one of the largest general insurance centres in Europe.
- **ICT and digital creative** – Norfolk is a major centre for the creative industries, arts and culture with Norwich being a Tech City supporting new digital creative companies.
- **Construction and the built environment** – between 2016 and 2020 it's predicted there will be 3,910 new jobs each year in the East of England and 46,420 new construction jobs each year across the UK.
- **Agriculture, food and drink** – Norfolk is home to well-known food and drink producers; innovators and leaders in food processing, packing and agricultural machinery and is a major centre for agriculture.
- **Tourism and culture** – Norfolk is developing as a year-round visitor destination. The sector provides 15% of total employment and supports over 54,000 jobs in the county.
- **Health and social care** – the demand for people working in health and social care is increasing with people living longer and many older people retiring to Norfolk.
- **Retail** – Norwich is one of the top shopping destinations in the UK. Retail employs just under 41,000 people across the whole of Norfolk.

To find out more about these industries in Norfolk go to www.youtube.com/user/NorfolkEmployability or www.icanbea.org.uk

Keep an eye on local newspapers or news feeds to see what sorts of jobs are being advertised and see which businesses are doing well or closing down.

Don't have any career ideas?

Don't panic! The best thing to do is to choose subjects you like and will do well in that will give you plenty of choice after Year 11.

What Next?

Use the following checklist to help you with making your option decisions.



Get Advice

- Make a list of questions or things you want to find out in lessons, at options and careers events and from the internet.
- Speak to your careers co-ordinator, subject teachers and form tutor at school about your ideas and any plans you might have for the future.
- Speak to family, friends and relatives to get their views and opinions.

Do Your Research

- Make a list of things you want to find out from your school's options event or from the internet.
- Read your school's options information.
- Talk to the teachers of the subjects you're interested in to see what they think.
- Attend your school's options event.
- Attend any taster activities to give you an idea of what the subject is like.
- Talk to students in the year above to see what they think of the subject.
- Check the entry requirements of any career ideas you have in case you will need specific subjects.

Make Your Choices

Make a list of subjects and courses that

- **You have to take** – remember there are some subjects that you have to do (see page 5).
- **You want to continue with or new ones you want to start** – list the subjects you particularly enjoy or are good at and make a note of those that are new and sound interesting.
- **You need for your career ideas** – you may have found out that you need particular subjects for career ideas that you have.
- **You've had recommended to you** – this might be from talking to your teachers, friends or family.

Once you've made your list, you can begin to think about which of the subjects and courses you want for your final choice. You may need to go back and ask further questions at school or talk to your careers co-ordinator.

Check that you are happy with your choices and that they fit into any option blocks.

Don't forget to return your options form by your school's deadline!

When making your option choices:

- | | |
|---|--|
| ✓ Do try and get a balance of subjects | ✗ Don't take a subject just because you like the teacher |
| ✓ Do choose subjects that interest you | ✗ Don't take a subject because your friends are taking it |
| ✓ Do make your own choices | ✗ Don't think some subjects are for boys and some are for girls |
| ✓ Do find out what the course is all about | ✗ Don't choose a subject because you think it's easy |
| ✓ Do check if you need the subject for any career ideas you have | |



If you need this information in large print, audio, Braille, alternative format or language please contact us on 0344 800 8020 and we will do our best to help.

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