



# YOUR OPTIONS



THE CAREERS &  
ENTERPRISE  
COMPANY

Routes through →  
technical training



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# YOUR OPTIONS

Technical training gives employees the skills to complete their daily jobs and tasks at work. The technical education system in England offers a range of exciting opportunities, but sometimes it can be tricky to work out which might be the right option to progress your learning and career.

We know you need accurate information about the full range of options, so we have created this guide for you to find out about the different choices available.

It will help you:

- Find the best option for you using easy-to-follow graphics
- Show how qualifications sit together
- Get advice from those who have studied or are studying a qualification that interests you
- Get a clear concept of a job that interests you, what it involves, and how to get there
- Find all the links to where you, your family and your careers adviser can find all the information you need

Just scan the codes or click on the links.







# TECHNICAL TRAINING

## Where can I study?

- ▶ Colleges of Further Education
- ▶ Independent Training Providers (ITP's)

## What's the difference?

- ▶ An ITP tends to be smaller than a College in terms of the number of students, and many operate in different ways
- ▶ Colleges tend to start their academic year in the Autumn, but many ITPs offer the option of different start dates spread throughout the year
- ▶ Colleges tend to work from large, dedicated teaching campuses with classrooms, workshops and other facilities
- ▶ Many ITPs are based in centres that more closely resemble an office or working environment, perhaps on an industrial estate, or might even operate all their learning online

Ask your Careers Adviser to show you more about Colleges and ITPs.

Keep an open mind about where would best suit your aspirations for your learning and career



# YOUR OPTIONS MAP

All routes of learning and study on the Options Map may be delivered by colleges, ITPs or any other approved institution; and all routes provide support to LLDD (learners with learning disabilities or disabilities) and SEND (special educational needs and disabilities) learners.

**OPTIONS 16+**  
**ALL OPTIONS MUST**  
**INCLUDE AN ELEMENT**  
**OF FURTHER TRAINING**  
**& STUDY UNTIL AGE 18**

**A LEVELS**

**ACADEMIC  
DEGREE STUDY**

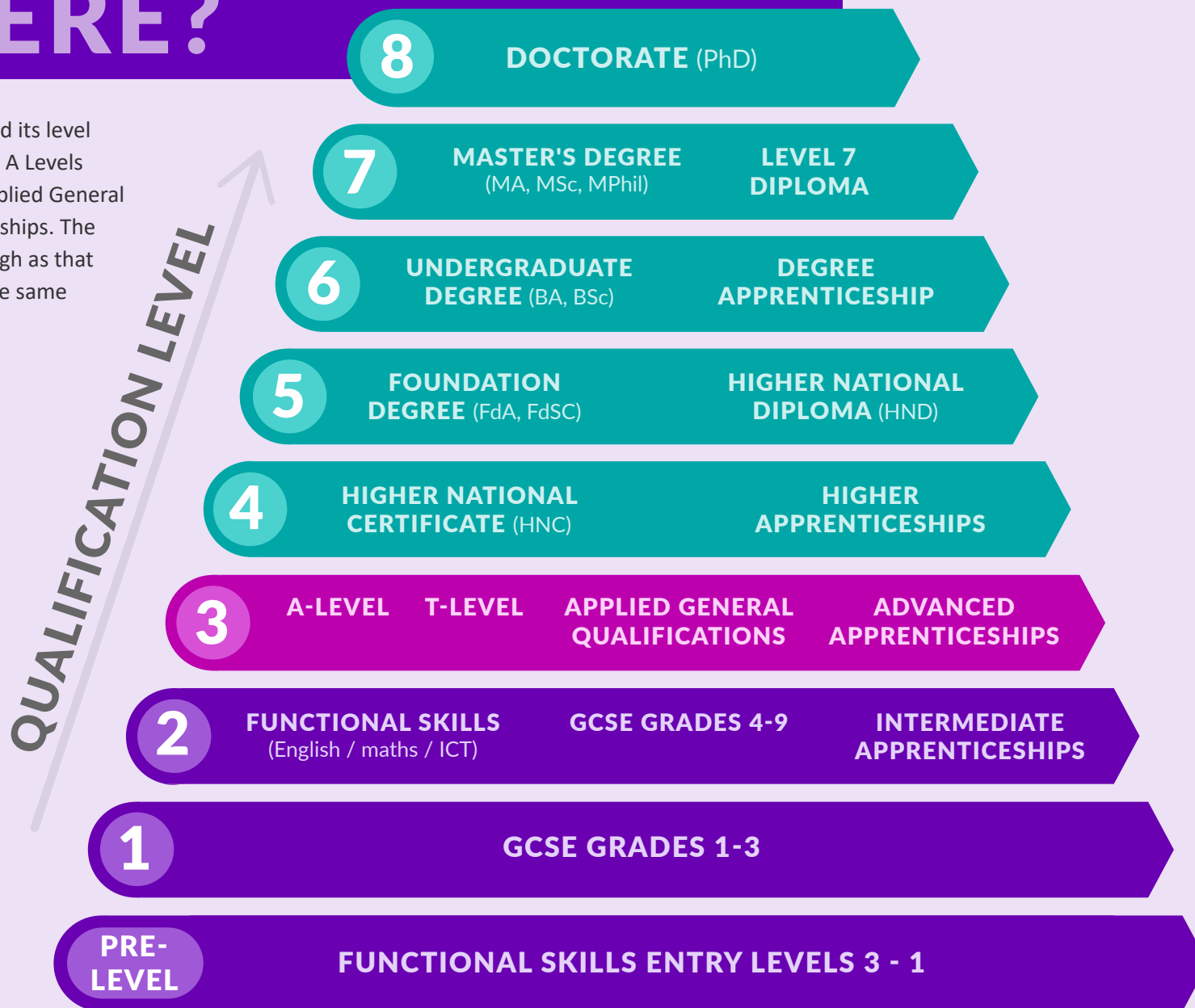
**FURTHER  
PROFESSIONAL  
QUALIFICATIONS**

**DEGREE  
APPRENTICESHIPS**

**EMPLOYMENT  
WITH OTHER  
TRAINING**

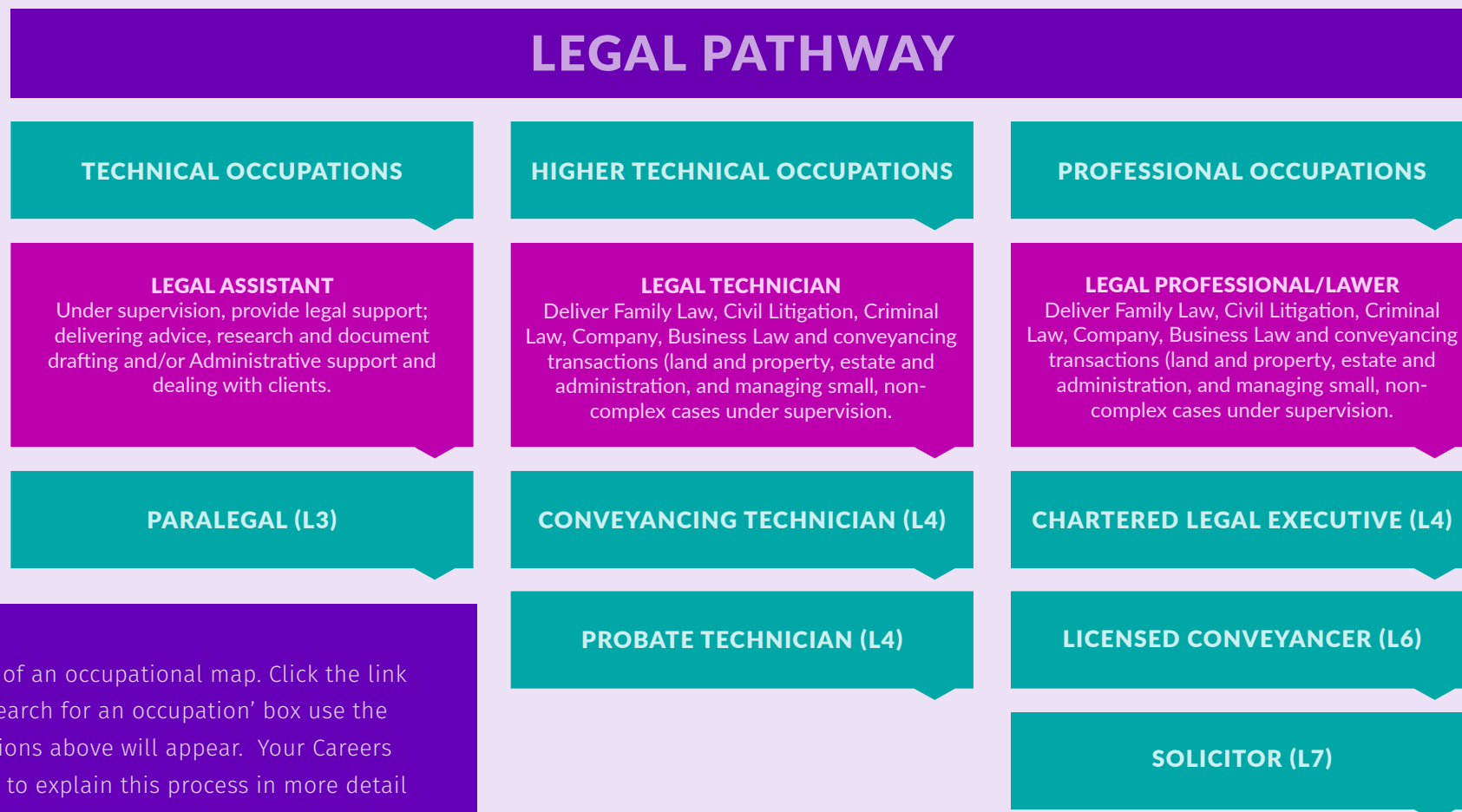
# WHAT QUALIFICATIONS ARE THERE?

This graphic shows each qualification and its level of study. For example, both T Levels and A Levels are Level 3 qualifications, along with Applied General Qualifications and Advanced Apprenticeships. The level of a Foundation Degree is not as high as that of an Undergraduate Degree, but it is the same as a Level 5 Diploma.



# OCCUPATIONAL MAPS

Occupational Maps are used to create technical training standards. They can give you a useful overview of the roles and occupations within a particular sector or industry by making it easier to see the opportunities for career progression within that specific route. [Click here](#) to find the occupational maps.



Here is an example of an occupational map. Click the link above and in the 'search for an occupation' box use the term 'legal', the options above will appear. Your Careers Adviser will be able to explain this process in more detail for you in the sector you are most interested in.

RETURN  
TO YOUR OPTIONS  
MAP

# APPRENTICESHIPS

## What is an apprenticeship?

An apprenticeship is a job where you learn while working. It gives you skills necessary for you to learn and gain experience of a specific job role whilst getting paid.

Apprenticeships start at the equivalent of a GCSE and can progress to degree level and beyond.

The DfE have also launched Career Starter Apprenticeships which are an excellent first step to take after you leave school - view [career starter apprenticeships](#) to see what's available.

## What are the benefits?

All apprentices have contracts of employment, a salary and full employee rights. Apprentices are valuable to employers because they contribute to the success of the business. Whilst working you will also improve your skills and be of greater value to your employer.

## How much will it cost?

An apprenticeship will not cost an apprentice anything, even at degree level – meaning there is no debt, and you get a wage too!



More details about the opportunities presented along with a wide range of resources, can be found on [get the jump](#) campaign





# TRAINEESHIPS

## What is a traineeship?

A Traineeship is a skills development programme that includes a work placement. They are designed for those aged between 16 and 24 ( or 25 with an Education and Health Care Plan) who are ready to move into employment but don't yet have the appropriate skills or experience. Both Colleges and ITPs offer them.

## What are the benefits?

The government found that in 2019, in the 12 months after starting their Traineeships:

- ▶ 75% progressed to further learning or employment
- ▶ Nearly 27% of 16-18 year olds moved into employment
- ▶ 53% of 19-23 year old's moved into employment

## How much will it cost?

Traineeships are fully funded by the government. Neither learners nor employers are required to make any financial contribution to them. Some learners may also be eligible for [16 to 19 Bursary Fund](#)



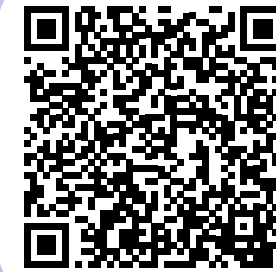
More details about the opportunities presented along with a wide range of resources, can be found on [get the jump](#) campaign



# T LEVELS

## What is a T Level?

A T Level is classroom-based technical training for 16-19 year olds, equivalent to three A Levels. It focuses on building the vocational skills you need to enter skilled employment in a particular occupational area, and takes two academic years to complete.



More details about the opportunities presented along with a wide range of resources, can be found on [get the jump](#) campaign



### Current

#### Business administration

- › [Management and administration](#)

#### Construction

- › [Building services engineering for construction](#)
- › [Design, surveying and planning for construction](#)
- › [Onsite construction](#)

#### Digital

- › [Digital business services](#)
- › [Digital production, design and development](#)
- › [Digital support services](#)

### Engineering and manufacturing

- › [Design and development for engineering and manufacturing](#)
- › [Maintenance, installation and repair for engineering and manufacturing](#)
- › [Engineering, manufacturing, processing and control](#)

### Education and childcare

- › [Education and childcare](#)

### Health and science

- › [Health](#)
- › [Healthcare science](#)
- › [Science](#)

### Legal Finance and accounting

- › [Accounting](#)
- › [Finance](#)

### From September 2023

- › [Agriculture, land management and production](#)
- › [Animal care and management \(starting September 2024\)](#)
- › [Catering](#)
- › [Craft and design](#)
- › [Hairdressing, barbering and beauty therapy](#)
- › [Media, broadcast and production](#)
- › [Legal services](#)



# T LEVEL TRANSITION PROGRAMME

If you want to study a T Level but feel you need a little more support to give you the best chance of passing it and learn better in classroom or workshop environment, then the T Level Transition Programme is available to you. It will give you the skills, experience, knowledge and behaviours you will need. It starts in September each year, and applications can be made directly to the provider. If this is of interest, ask your careers adviser about the T Level Transition Programme.

## English and maths

GCSE Grade 4 or Level 2 Functional Skills qualifications in English and maths are required to complete a T Level. (But you don't need them to start one!)

## What are the benefits?

- ▶ T Levels help build confidence, develop professionally as a work colleague, as an employee
- ▶ Gives you the opportunity to see what the real working world is about

## How much will it cost?

T Levels are fully funded by the government, so will not cost you anything.

# OTHER TECHNICAL TRAINING OPTIONS

## What are other technical training options?

There are a range of other technical qualifications that offer practical learning programmes that relate to specific job roles or employment sectors.

Types of vocational technical qualifications (VTOs):

- [BTECs](#): level 1 to 7 qualifications
- [Cambridge Nationals](#): level 1 and 2 qualifications
- [Cambridge Technicals](#): level 2 and 3 qualifications

You can also see what the different qualification levels mean on [GOV.UK](#).

## What are the benefits

- Receive recognised qualifications
- Practical experience
- Development of transferable skills

## How much will it cost?

The course costs will vary depending on the provider and the type of course you choose.



More details about the opportunities presented along with a wide range of resources, can be found on [get the jump](#) campaign





# STUDY PROGRAMMES

## What is a study programme?

Study Programmes offered by both colleges and ITPs are available for 16-19 year olds (or up to 25 with an Education and Health Care Plan). They provide tailored learning that supports your development and progression in line with what you want to do for a career.

## What are the benefits?

Each Study Programme is built around what you want and need, but typically they can involve:

- ▶ Substantial qualifications (this includes some of the options explained in this guide such as traineeships and T Levels)
- ▶ Work experience placement
- ▶ Other non-qualification activity to develop your skills and confidence
- ▶ English and maths (if you haven't achieved a GCSE Grade 4 in either subject)

## How much will it cost?

Study Programmes are fully funded by the government. Neither learners nor employers are required to make any financial contribution to them. Some learners may also be eligible for [16 to 19 Bursary Fund](#)



To find out more about Study Programmes talk to your Careers Adviser or a provider



# HIGHER TECHNICAL QUALIFICATIONS (HTQS)

## What are HTQs?

Higher Technical Qualifications (HTQs) enable you to specialise in a particular career. There are several HTQs, and these are taught in the classroom at colleges, universities or independent training providers. There are different types of HTQs you could choose from:

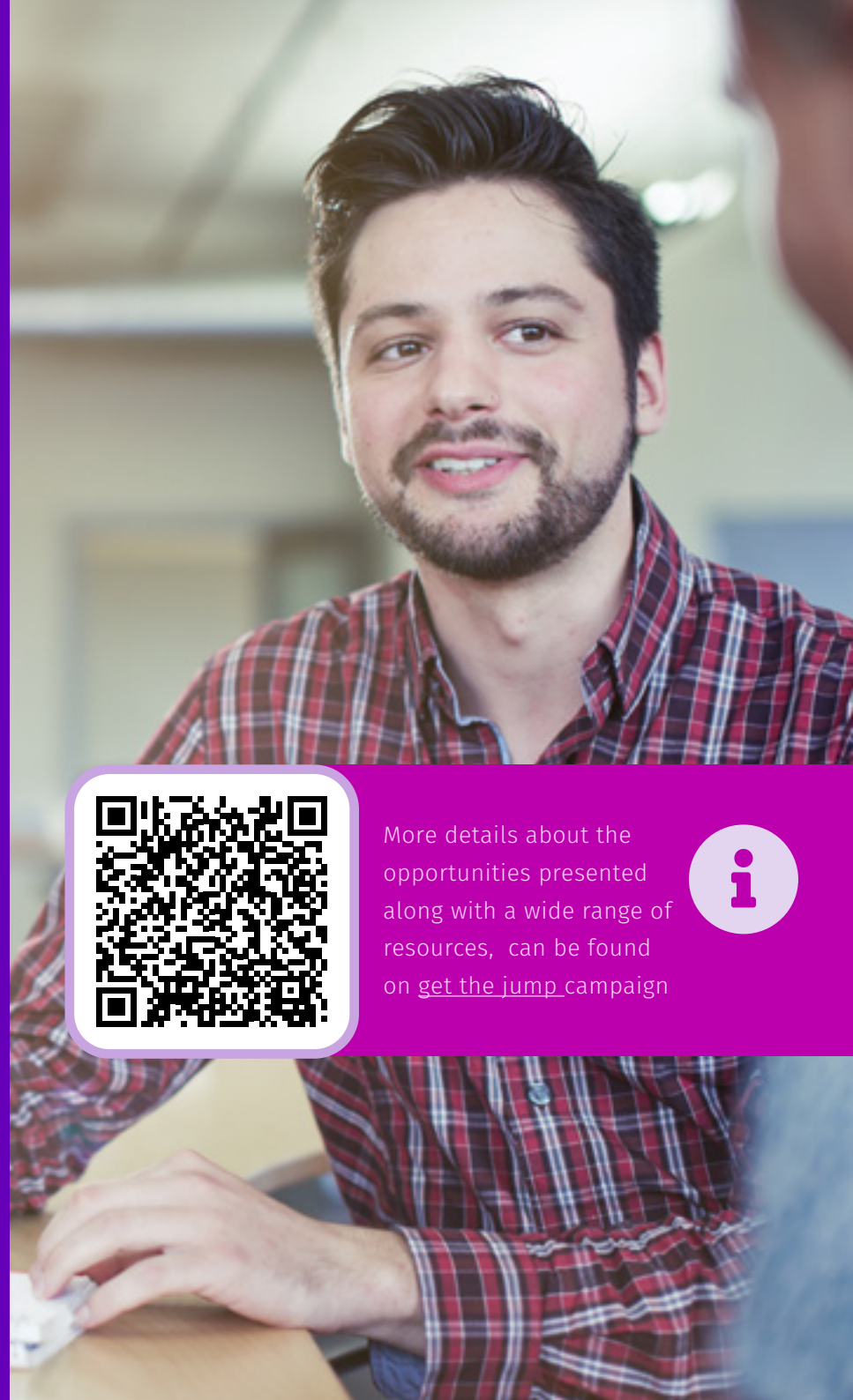
- ▶ higher national diplomas
- ▶ higher education diplomas
- ▶ foundation degrees
- ▶ digital HTQs
- ▶ higher national certificates

## What are the benefits?

The benefit of studying an approved HTQ is that employers identify the knowledge, skills and behaviours you acquire. This means that on completion of their course, you will be ready to enter employment or to progress within their chosen occupation or sector. It will also provide a high-quality option if you're looking to progress from A Levels, T Levels or apprenticeships.

## How much will it cost?

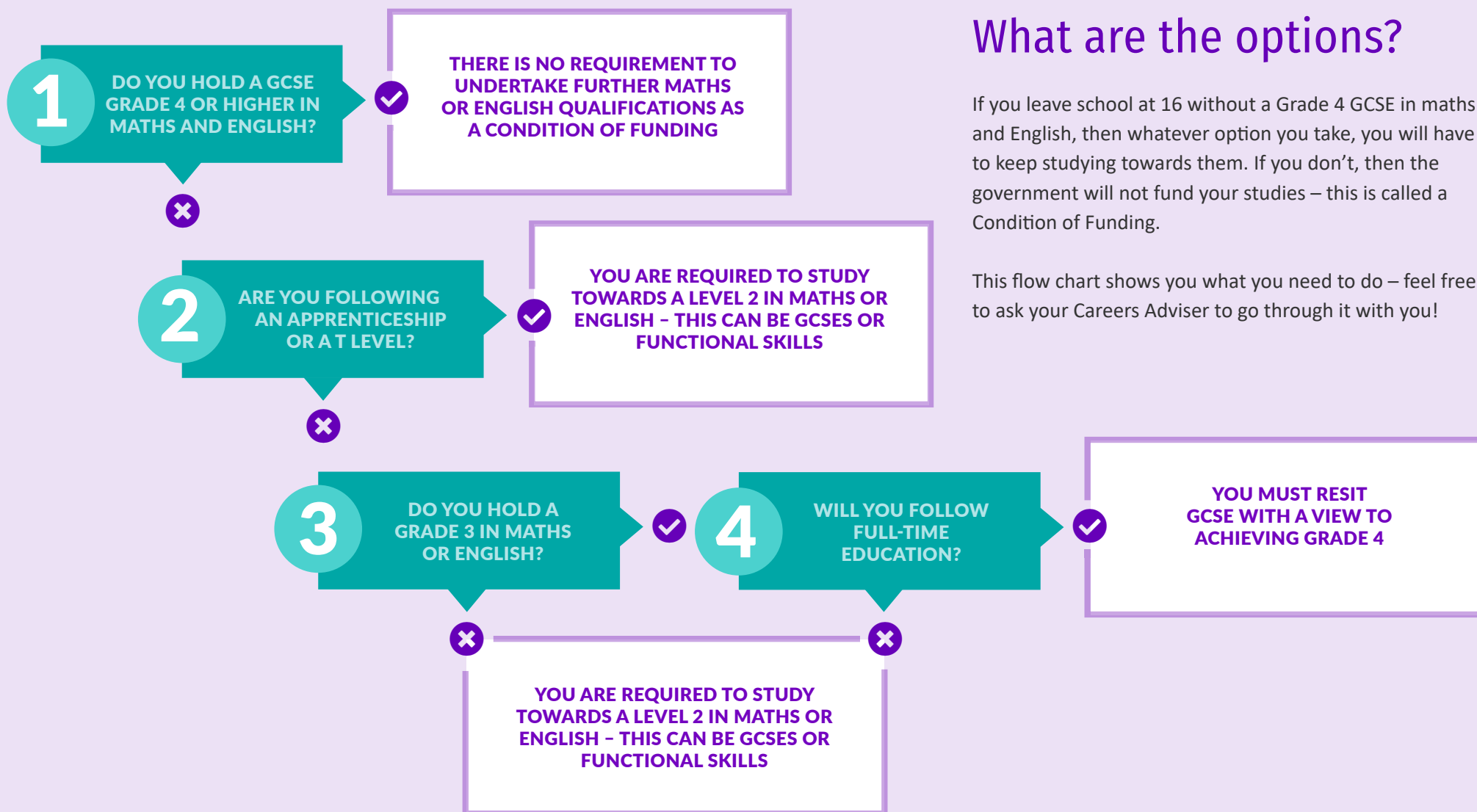
Tuition fees vary depending on the course. They're likely to cost from around £7,000 to £9,250 a year for a 1 or 2-year course. You may be eligible for funding from student finance or a scholarship, grant or bursary. This will depend on your circumstances and the type of HTQ you're studying.



More details about the opportunities presented along with a wide range of resources, can be found on [get the jump campaign](#)



# LITERACY AND NUMERACY



## What are the options?

If you leave school at 16 without a Grade 4 GCSE in maths and English, then whatever option you take, you will have to keep studying towards them. If you don't, then the government will not fund your studies – this is called a Condition of Funding.

This flow chart shows you what you need to do – feel free to ask your Careers Adviser to go through it with you!

# EMPLOYABILITY PROGRAMMES

## What are they?

There is lots of support available if you are out of work and claiming Universal Credit

## Restart

The restart scheme will give Universal Credit claimants aged 18 and above and claimants who have been unemployed for over nine months and with no upper limit.

The programme is part of the government's Plan for jobs and more details can be found here - [Restart Scheme - GOV.UK](#).



# WORK AND HEALTH PROGRAMME

The [Work and Health Programme](#) is a voluntary programme for those out of work who have claimed unemployment benefit for 24 months or longer, aged between 18-65 or who have other significant barriers to employment, such as health problems. It offers support for up to 15 months and will:

- Identify jobs
- Match your skills to available work  
Contact employers
- Give you training to help find work
- Support you in managing health problems that might limit your ability to work

Applications should be made via a Jobcentre Plus work coach.

## Sector-based work academy programme (SWAP)

[SWAPs](#) are an opportunity to learn new skills and get experience of working in a particular industry. They can last up to 6 weeks and have three main components:

- Pre-employment training
- Work placement
- A guaranteed job interview or help with an employer's recruitment process. Placements are particularly useful for young people but are open to all jobseekers aged 18 upwards.

More details about the opportunities along with a wide range of resources link to page - [Employment Support Programmes | ERSA](#)



# SUPPORT FOR ADDITIONAL NEEDS

There is support available to young people who have additional needs to ensure you have access to a pathway that meets your individual needs. Talk to your support staff in school, special school or college about how to access this.

If you have disabilities, physical or mental health conditions that make it hard to do your job, you may be able to get financial support from Access to Work to help you. This funding could be used to pay for things like:

- Special equipment or software
- Adaptations to a vehicle so you can get to work
- Adaptations to the equipment you use
- Provision of a British Sign Language interpreter

## Supported internships

If you already have, or are eligible for a statement of SEN or EHCP you may be interested in Supported Internships - your Careers Adviser will be able to offer you more support on this or you can scan/ click on the QR code.

## Flexibilities for English and Maths

For young people with some additional needs support is available around the completion of English and maths qualifications. Talk to your College or ITP provider to find out more.



More details about the opportunities presented along with a wide range of resources, can be found on [get the jump campaign](#)





# ADDITIONAL SUPPORT AVAILABLE

## Financial support available for learning

[Financial support](#) is available to support accessing learning. Talk to your provider about how you can access this.

## 16-19 bursary funds

A [16-19 Bursary Fund](#) can be offered to particular groups of learners depending on your individual needs. Ask your Careers Adviser for more details.

## Free meals in further education

Providers are given funds to offer [free meals](#) to some learners. Ask your learning provider to see if you qualify!

## Care to learn

[Care to Learn](#) covers the costs of childcare for young parents in education, as long as you are aged under 20 at the start of your course. Payments are handled by your learning provider so ask them for more detail.

## Dance and drama awards

[Dance and Drama Awards](#) help with tuition fees and living costs at a small number of private dance and drama institutions. You must be aged 16-23, and the amount available depends on where you live and study and your household income. Applications should be made directly to the dance and drama school concerned.

## Residential support scheme (RSS)/ Residential bursary fund (RBS)

[RSS](#) offers over £4000 per year towards accommodation costs if your Level 2 or Level 3 programme is not available locally. Applications should be made via the training provider.

RBS supports accommodation costs for students at designated institutions delivering specialist provision. Institutions themselves decide which students receive RBS and how much support they receive.



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