

MANCHESTER COMMUNICATION ACADEMY



A Parent's Guide to Career Progression Pathways

CAREERS AT MCA



Manchester
Communication
Academy

Aspire Careers Foreword

Here at Manchester Communication Academy, we provide an inclusive careers curriculum that nurtures and promotes high expectations and opportunities for students to tackle real life problems promoting key qualities such as resilience, problem solving, decision-making, teamwork and communication.

With a wealth of projects and activities supported by local employers and partnerships, we aim to instil resilience, goal setting, a strong work ethic and social confidence amongst our students that broadens and challenges their insight into preconceived ideas and stereotypes around careers and a deep rooted motivation that enables them to overcome barriers to success.

We actively promote real-world connections with employers and the professional community which lie at the very core of our careers strategy. Examples of some our employer led interventions include:

- Mentoring and coaching
- Workplace visits and placements
- Careers fairs and career networking events
- Open days and visits at further and higher education institutions
- Support and guidance with career management skills such as personal statement and CV writing
- Access to online careers resources and labour market intelligence

The booklet will provide you with additional information and guidance on opportunities available to students post 16.

Traineeships

Traineeships are a programme for young people who want to work but who need extra support to gain entry to an Apprenticeship or employment. Traineeships have grown in popularity and are seen as a priority for expansion in the future. They comprise of:

- a high quality work placement
- work preparation training and
- maths and English classes

Structure of the Programme

Traineeships range from Entry level to Level 2 for 16-19 year olds and from Entry Level to Level 1 for 19-24 year olds. The maximum duration of a Traineeship is 6 months with a work placement of between 6 weeks and 5 months.

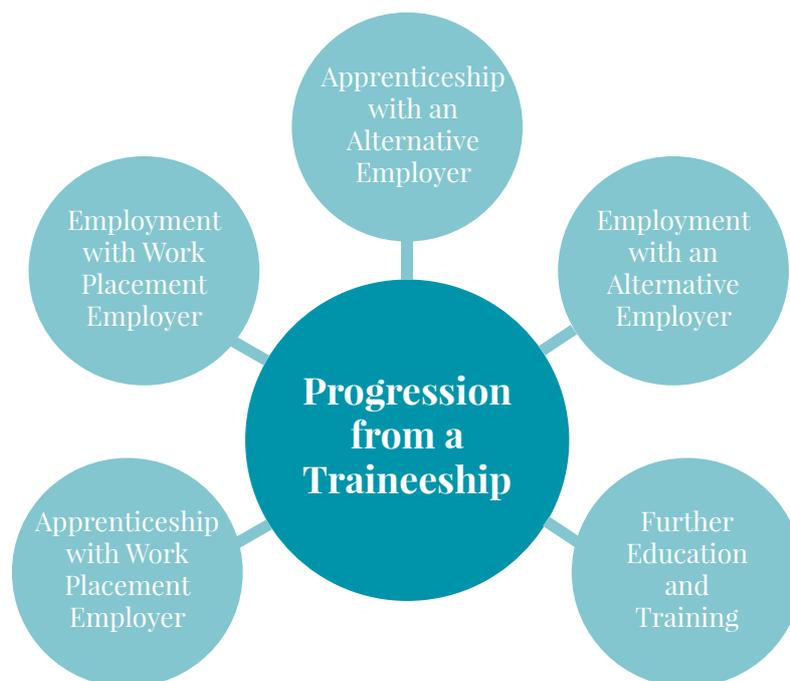
Traineeships are available for students with learning difficulties up to the age of 25 years. Students aged 16 to 19 undertaking Traineeship programmes are eligible for funding through the “funding per student” mechanism for study programmes. Students aged 19-24 years will be funded under existing adult skills budget arrangements.

What are the Benefits of a Traineeship?

- A Traineeship will put you in a better position to compete for an apprenticeship or other job.

- You will be able to build your CV and get vital experience with local and national employers.
- You can get help to improve your English and maths skills which will boost your chances of getting a job, as well as improving your long term prospects and your earning potential.
- Employers will be helping you get the skills you need to secure a job and succeed in employment.
- You could get a job interview at the end of the work experience placement - if a role becomes available with the company. Even if one doesn't, you'll get a reference and an exit interview.

Progression from a Traineeship



Apprenticeship



An apprenticeship is a great way to learn on the job, building up knowledge and skills, gaining qualifications and earning money at the same time.

You will spend most of your time in the workplace gaining job-specific skills, but you will also be supported by a specialist learning provider to build up your knowledge and qualifications.

Apprenticeship training can take between one and four years to complete and the length of your apprenticeship will depend on its level, the industry you're training in and the skills you already have.

Apprenticeship programmes are a mix of on-the-job training and studying. Students will typically spend time working for the company, running the scheme and getting involved with the job but will spend a day at week at college. The programme encompasses a combination of both practical and theoretical learning, completing the programme with a mix of practical and professional work experience and relevant industry led qualifications.

You must be 16 or over to start an apprenticeship and there are different levels you can study at:

- Apprenticeship (Level 2)

- Advanced Apprenticeship (Level 3)
- Higher Apprenticeship (Level 4, 5, 6 and 7)
- Degree Apprenticeships (Level 4-6)

Who are they for?

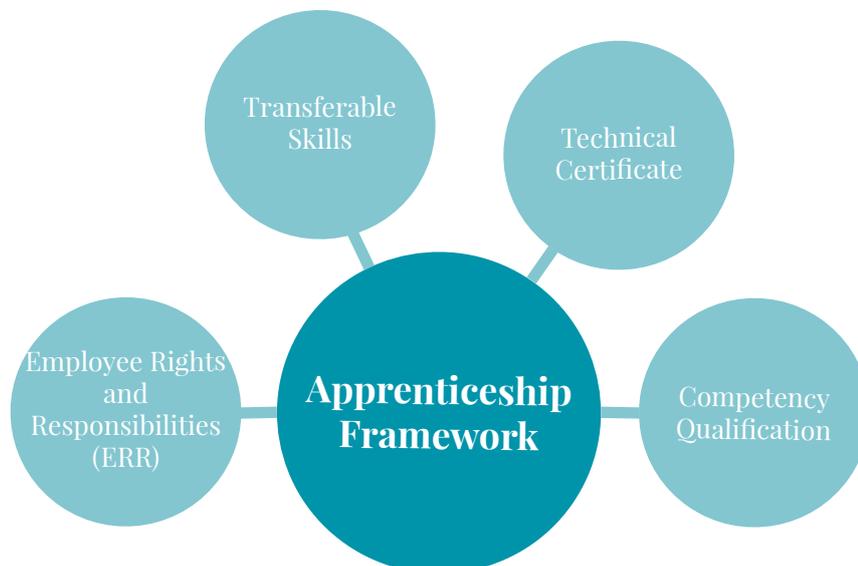
Apprenticeships are open to anyone aged above 16 years old – whether you are leaving school, have finished college or sixth form or are already in work. They can lead into full-time work or if you find you enjoy working and studying, you can carry on taking more qualifications and even progress to a degree.

There are no set entry requirements as this depends on the apprenticeship, however, competition for apprenticeships can be fierce, so good qualifications are important, as well as being motivated and committed.

What qualifications will you get?

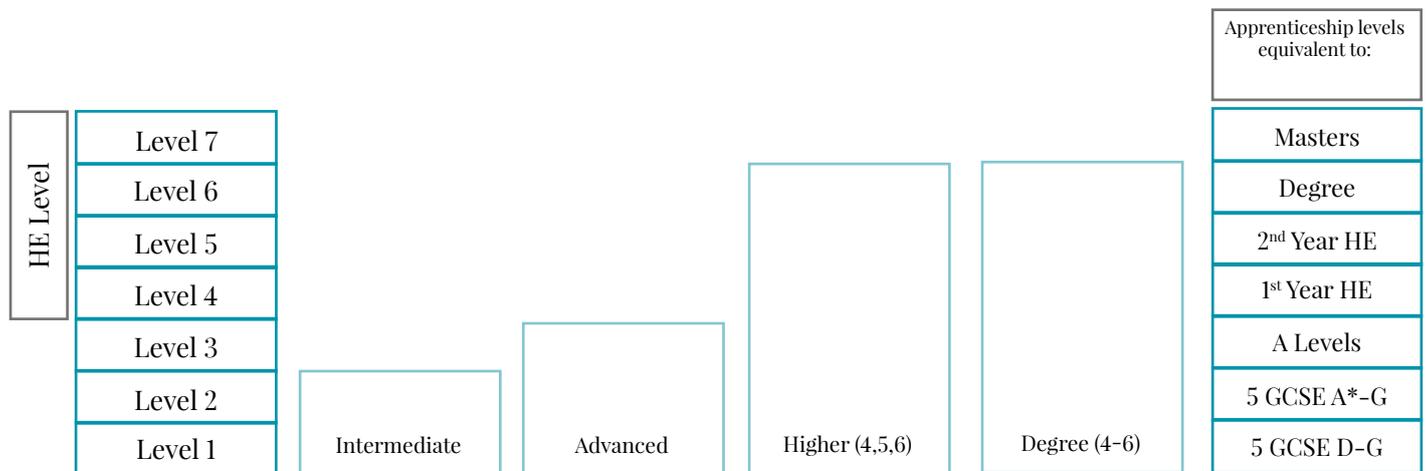
An apprenticeship is a set of separate qualifications, called a framework and you will need to complete all parts to achieve your apprenticeship.

1. The technical certificate demonstrates achievement of the technical skills, knowledge and understanding related to the wider industry.
2. A range of transferable skills (either Key Skills or Functional Skills) including English, Maths, ICT, and personal learning and thinking skills such as working with others, improving own learning and problem solving. If you have already achieved GCSEs in English, Maths and/or ICT you might be able to use these to count towards the achievement of your apprenticeship.
3. The competency qualification (often an NVQ) shows you can perform well in your job or profession.
4. Employee Rights and Responsibilities (ERR) demonstrate that you know and understand areas such as employment related legislation and Health & Safety.



What Level of Apprenticeship could you study?

There are different levels of apprenticeship available. The level you start at will depend on your current qualifications and the opportunities available in the sector you are interested in.



- **Intermediate Apprenticeship (equivalent to five good GCSE passes):** Provides you with the skills and qualifications for your chosen career. You could progress to an Advanced Apprenticeship.
- **Advanced Apprenticeships (equivalent to two A Level passes):** To start this programme, you should have at least five good GCSEs 9-4 or have completed an Intermediate Apprenticeship. This will provide you with the skills and qualifications you need for your career and allow you to apply for a higher apprenticeship or degree level qualification.
- **Higher Apprenticeships (equivalent to a Foundation Degree which could be topped up to an Honours Degree):** To start this programme, you should have a Level 3 qualification like A Levels or a BTEC or have completed an Advanced Apprenticeship.
- **New Degree Apprenticeships** are a new government development. Apprentices will split their time between university study and the workplace and will be employed throughout – gaining a full bachelor’s or master’s degree from a university while earning a wage and getting real on-the-job experience in their chosen profession.

Benefits of an Apprenticeship

- earn a salary
- get paid holidays
- receive high quality training and gain nationally recognised qualifications
- learning job-specific skills
- can progress to degree level

Good Progression after you finish

Apprenticeships can be demanding but they are very rewarding. Apprenticeships train you in the skills employers want so they give you choices in your career. Your learning doesn’t have to stop at the Intermediate, Advanced or Higher Apprenticeship level, you could go on to further study e.g. for an Honours Degree or other higher level qualifications

What is LMI?

LMI is any piece of information that relates to the labour market. For example:

- levels of employment and unemployment
- qualifications required for certain professions
- qualifications required for specific college/ university courses

LMI also covers opportunity based information such as:

- Predicted shortages in employment sectors locally and nationally
- Percentage of graduates from specific disciplines able to secure employment

Although this is often referred to as Labour Market Intelligence.

Manchester's Top Growth Sectors

1. Financial and Professional
2. Health
3. Creative New Media
4. Education
5. Manufacturing, Technology, Engineering and Science

Examples of Local Jobs and Salaries

Financial and Professional Occupation Salaries

The average salary in the financial and professional sector is £23,000 per annum.

Other examples include:

- Credit Controller £19,000 per annum
- Legal Secretary £17,000 per annum
- Insurance Underwriter £31,000 per annum
- Accountant £50,000

Creative and Digital Occupation Salaries

The average salary in Creative Arts and Entertainment sector is £23,000 per annum.

Other examples include:

- Product, clothing designers £28,000
- Graphic Designer £24,000
- Photography £22,000
- Library Assistant £11,000

Manufacturing, Technology, Engineering and Science Salaries

The average salary in this sector is £26,000 per annum.

Other examples include:

- Assembler £21,000 per annum
- Quality Assurance Professional £37,000 per annum
- Welding trades £26,000
- Sewing machinists £14,000 per annum

Education Occupation

The average salary in the education sector is £21,000 per annum.

Other examples include:

- Secondary school teacher £35,000 per annum
- Primary and nursery teacher £30,000 per annum
- School secretary £15,000 per annum

Health Occupation Salaries

The average salary in the health sector is £18,000 per annum.

Other examples include:

- Medical practitioners £64,000
- Nurse and midwife £27,000
- Social Worker £30,000
- Health and Social Care practitioners £22,000

Useful Conacts and College Websites

- nationalcareersservice.direct.gov.uk
- www.manchester.gov.uk/rpa
- www.totalpeople.co.uk
- www.gceducationandskills.ac.uk
- www.growthco.uk
- careers.manchestergrowth.co.uk

College Websites:

- www.xaverian.ac.uk
- www.loreto.ac.uk
- www.connellsixthformcollege.com
- www.salfordcc.ac.uk
- www.holycross.ac.uk
- www.hopwood.ac.uk
- www.burycollege.ac.uk
- www.tmc.ac.uk