



16 -18 :

MY NEXT STEP

- Not got an offer of a place in education or training yet for September?
- **Changed your mind about what you want to do?**
- Worried that you might not be able to do what you want to with the GCSE grades you have achieved?
- **Want to know who can help you with your choices?**
- Do you feel anxious or unsafe?

Don't worry or feel that you are on your own.
There's plenty of help and advice available...

What next after year 11?

These past few months you've dealt with a really tricky situation, and in spite of the pandemic you have got your GCSEs allowing you to progress onto your next step, so a massive well done to you!

Give yourself some much-deserved time to celebrate, whatever your results, and then you can approach your next step in education and training with real optimism.

Here are three things you need to remember:

- ↓ **1. Your Participation**
You must continue in education or training at least until you are 18.
- ↓ **2. Your Guarantee**
All 16 and 17-year-olds in Norfolk are guaranteed an offer of a place in learning for September 2020. The key is finding the right match for you.
- ↓ **3. Your Choices**
You can choose to do a course at sixth form or college, try for an apprenticeship or search for a job with training.



Frequently asked questions ...

Q: What shall I do if I haven't got the GCSE results I hoped for or needed?

A: If you don't think that your GCSE grade(s) are a good match for your ability, you can ask to take exams in the autumn of 2020 or in summer 2021. If you choose to do this, you can use the higher of the two grades as your final, official GCSE grade. Speak to your school or to the sixth form or college you have applied to about how to do this.

Q: What if I haven't applied for anything yet or if I haven't yet got an offer for September?

A: Look at courses and apprenticeships on the Help You Choose website at www.helpyouchoose.org. Contact the sixth form, college or training provider you are interested in and when you are ready – apply.

Q: What if I have changed my mind about what I want to do?

A: Talk to the Careers Adviser in your school or to an Adviser at the National Careers Service on 0800 100 900 or go to their website nationalcareers.service.gov.uk. Alternatively contact the Head of Sixth Form or a member of the college Student Services team at the school or college you have applied to. If you get a new offer, remember to tell the school or college who first made you an offer that you have changed your mind.

Q: The apprenticeship I was going to do in September is no longer available. What do I do now?

A: You can see what apprenticeships are still available on Help You Choose or on Find An Apprenticeship at www.gov.uk/apply-apprenticeship. Sign up for vacancies to be sent to your inbox and start contacting local businesses to see if they will take you as an apprentice. But do make sure you have a back-up in place for September – apply for a course to your local sixth form or college as well.

Where can I find more information about my choices?

Help You Choose - www.helpyouchoose.org



@HelpYouChoose

Norfolk's careers information and opportunities website for young people. You can search and apply for courses, apprenticeships and traineeships; find advice on finding a job, making applications and preparing for interviews, and sign up for apprenticeship vacancy matching.

I Can Be A - www.icanbea.org.uk Information and links to many of the most important industries in Norfolk and Suffolk and with links to apprenticeships and other opportunities

Apprenticeships Norfolk - www.apprenticeshipsnorfolk.org

For information and support on how to become an apprentice in Norfolk. Keep up to date by following [@AppsNorfolk](https://twitter.com/AppsNorfolk) on Twitter

Find an Apprenticeship service at
www.findapprenticeship.service.gov.uk

Find out about apprenticeships and traineeships.

National Careers Service www.nationalcareersservice.direct.gov.uk

Loads of useful information on over 800 jobs explaining what the jobs entail, the skills and qualifications needed, pay and career prospects.

New Anglia Employment Opportunities

www.newanglia.co.uk/employment-opportunities - For those people who are looking for temporary or part-time jobs in Norfolk or Suffolk.

Norfolk SEND Local Offer www.norfolk.gov.uk/send

Information about provision that is available for children and young people who have special educational needs and disabilities (SEND) across education, health and social care.

Feel anxious or unsafe?

For lots of people, life during lock-down has been a worrying, lonely or scary time. If your situation is making you feel anxious or worried about your physical or mental health, visit www.norfolk.gov.uk/youthhub and follow the links for steps you can take to improve your health or mental wellbeing.

Sometimes talking to an adult you trust on the phone, by email or video chat can help if family life is feeling difficult or unsafe. This might be a teacher at your school or another family member.

If that's not right for you, you can:

Text: 07480 635060 Call: 0344 800 8029

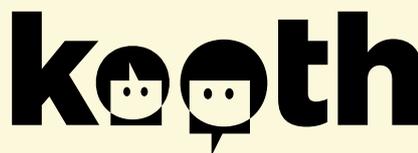
Just One Norfolk - Mental Health Advice & Support for 0-25's

For information about mental health advice and support for young people go to the Just One Norfolk website

www.justonenorfolk.nhs.uk/mentalhealth

Online Advice – Kooth.com

Kooth is available to you until your 26th birthday. You can get advice and help on the go, 7 days a week until 10 pm.



Kooth is an online mental health platform that offers live chat with friendly counsellors, articles, advice, and live forums. It's free, safe and anonymous.

Visit: www.kooth.com

Need our help? Just get in touch

If you do not yet have a place in education or an apprenticeship for September 2020 contact:

Norfolk County Council's Help You Choose Helpline on

 **0344 800 8022**

If you need more in-depth help we will put you in touch with an Adviser for advice about courses, jobs, apprenticeships and other opportunities in your area and help you sort out the right choice for you.

Available from Monday to Thursday 9am-5pm and Fridays 9am-4.30pm

We will keep in touch with you

Between the ages of 16 and 18 Norfolk County Council will keep in regular contact to offer you support with education, training or work. This means from time to time you will be called by our Help You Choose Keeping in Touch Team just to check things are going well. If you do need our support, we are here to help.



If you need this information in large print, audio, Braille, alternative format or in a different language please contact us on **0344 800 8022** and we will do our best to help.

Produced July 2020 by the: Participation & Transition Strategy Team,
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July 2020

Dear Young Person

How Norfolk County Council will use your personal information to support your post 16 transition

Norfolk County Council uses information about young people for whom it provides services to enable it to carry out its legal functions and duties. Some of this information is shared with partner organisations to assist young people with their post 16 transition to sixth form, college or work with training.

This letter tells you about how we will share your information with partner organisations. It is necessary for us to share your data to carry out our legal duties, and if we were not able to do so, we would not be able to meet these duties. So, we are not asking for your permission to share your information as we are required to do this, but this letter is to let you know how we will share your personal information with others.

You can read more about the information we hold about you and how we use your information and your rights under data protection legislation by reading our privacy notices at www.norfolk.gov.uk/gdpr. The general privacy notice includes a section on your privacy rights and how the law protects you. The children and young people education privacy notice sets out how we use your information.

What are our duties?

Since 2013 it has been a legal requirement for all young people of school leaving age to participate in education or training at least until their 18th birthday. Under Section 68(1) of the Education and Skills Act 2008, Norfolk County Council has a statutory duty "to encourage, enable or assist young people's participation in education or training". We therefore have a role to ensure that all 16 and 17-year olds are made aware that they should participate in learning and that they will be offered a place of education or training. We also work with post 16 providers to shape the education and training provision for 16-18-year olds to ensure it meets the needs of young people and to collect and record the offers made to young people to ensure that we can target our resources on those who need help to find a suitable place.

Norfolk County Council are also required to keep in touch with all young people aged 16 to 18 at least annually and more frequently if that young person is not participating in education, employment or training. This communication will usually take place by phone, email, letter or in person. Post 16 Providers must also inform us of any young person that drops out of 16-18 education or training from their institution for us to make contact and try to re-engage in education or training.

Information to be shared

To meet our responsibilities under section 68 of the Education & Skills Act, we will share the following information in the following circumstances:

- 1.** If you are not participating in education, employment or training, or when it is not known what you are doing, we will pass your contact details to those providers who we know will be able to assist with providing education, training or support.
- 2.** We will also share information with your chosen provider of post 16 education or training to enable them to support your transition and to provide you with the provision that meets your needs. This will include information about your achievements in Year 11 including GCSE English and Mat.
- 3.** We will also inform the school you attended in year 11 about your post 16 destination for two years (until age 18) or until age 24 if you have an Education and Health Care Plan (EHCP). This helps the school to review and improve the information, advice and guidance they provide for young people in Years 8-11 which in turn assists us in meeting our duty to encourage the participation of 16-18-year-olds in education and training.
- 4.** We will also share your information with the Department for Education (DfE) to enable the DfE to assess our performance.

**For further information go to: www.norfolk.gov.uk/gdpr
Email: helpdesk@helpyouchoose.org Tel: 0344 800 8022**