Post 16 Pathways

A young person's guide to Post 16 life - information, advice, and links to further support.

BRISTOL POST 16

EMPLOYMENT SKILLS & LIFELONG LEARNING

BRISTOL CITY COUNCIL

Contents

Introduction 4
Bristol Post 16 team 5
The September Guarantee 7
School and Post 16 8
Y11 Preparation Timeline 9
Planning for your future 10
Strengths and passions 11
Things to consider 12
Education and training 13
Post 16 options 14
New Post 16 Qualifications 18
Course levels ladder 20
Post 16 pathways 21
Money matters 22
Preparing for work 24
Transport 28
Health and Wellbeing 29
Glossary 36
Useful links 38
Notes 44
Checklist 45

Introduction

This is a guide for young people and their parents/carers in Bristol who are beginning their move into post 16 life.

The post 16 transition period is a time where young people will be considering the options for their future - including their career or education plans.

During this time, there can be a lot of change and we know that it can seem confusing or complicated.

We hope that with the information in this guide, you will be able to understand these changes, the options that are available, and know where to find further support if you need it.

Bristol Post 16 Team

Scannable QR codes are used throughout this guide, but full links, and more support, is listed in Useful Links on page 38.

How to scan a QR code:

- Open the camera on your phone
- Point it at the QR code
- Tap the link that appears on your screen

Bristol Post 16 team

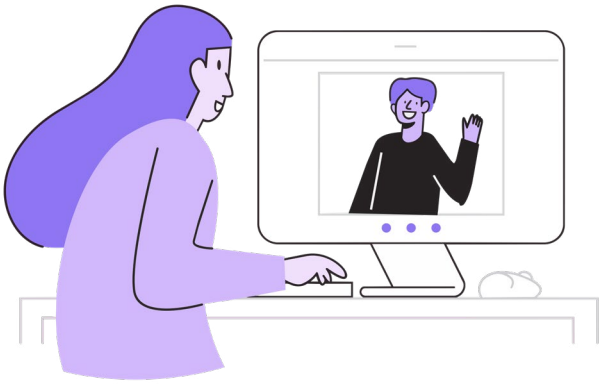
How we can help you

At any point throughout your post 16 journey, you or your parents/carers can contact us for advice about:

- CV & employment support
- getting back into education or training
- job exploration & work experience
- finding post 16 opportunities
- finding and moving to a new post 16 provider

We have a team of post 16 Career Coaches who work within different areas of Bristol - and are here for you!

We can meet you face to face, on the phone, or online.



Here's how you can get in contact with us:

Email: post16@bristol.gov.uk

Call: **0117 352 5750**

Visit: **The Launchpad, The Galleries, Bristol City Centre**
Wednesdays & Fridays, 10am - 4pm

Follow us on social media to see our latest updates:

Instagram: **@bristolpost16**

Facebook: **Post 16 Team Bristol City Council**

To make a referral for support:

Head to our website!
Scan the QR code or visit
bristolesl.com/bristolpost16

BRISTOL POST 16

The legal bit!

Bristol Post 16 Team are part of Bristol City Council.

This means we are part of the Local Authority for Bristol.

The Local Authority hold the statutory duty to track and report to the Government's Department for Education on the status of all young people in Bristol aged 16-18 (up to 25 with an Education, Health and Care Plan).

At age 16/17, if we have not received an enrolment from a school, college or training provider, then we'll be in contact with you or your parent/carer to get an update on your destination and to offer support if you need it.

For more information about our legal and statutory duty, scan the QR code below or visit **tinyurl.com/doe-guidance-pdf**

Read our latest Post 16 directory

Every year we publish a Post 16 Directory. This guide contains information about sixth forms, colleges and training providers offering post 16 education, training and apprenticeships in and near Bristol.

You can use this to browse your options.

To read our latest Post 16 directory, scan the QR code or visit **bristolesl.com/bristolpost16**

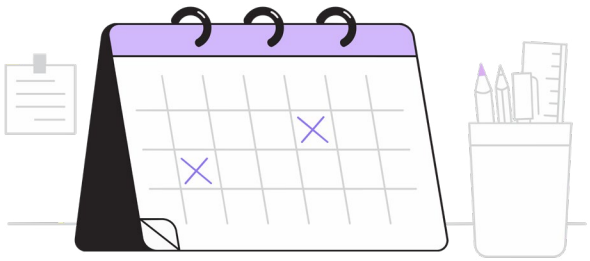
The September Guarantee

What does it mean?

Every young person in Y11/12 has a right to an appropriate offer of education, employment or training - working towards a qualification.

This offer needs to be in place by the end of the September when young people are entering Year 12/13.

This is called the September Guarantee.



This does not mean that you have a promised place with your chosen provider no matter what grades you achieve in Y11/12.

The September Guarantee is more of a **September Offer** - you must still achieve the entry requirements of your chosen post 16 provision in order to secure your place.

If you do not achieve the required grades, Bristol Post 16 Team can help you find an alternative place.

Useful resources

To learn more about the September Guarantee, scan the QR code or visit gov.uk/government/publications/september-guarantee-offers-of-education-or-training-for-16-to-17-year-olds

School and Post 16

What's the difference?

The move from secondary school into post 16 study or training can feel like a big change. **Here are some of the key differences to help you prepare:**

	Secondary School	Post 16
Curriculum	Broad and general - less choice until Y10	Specific subjects/industries, chosen by you
Learning style	Structured, teacher led	More independence and flexibility
Timing	Attend school daily	Start & finish times and working days can vary
Uniform	Uniform likely required	Often more relaxed or role specific
Setting	Classroom environment with students of the same age	Sixth forms, colleges or workplaces, with a mix of people

In a post 16 environment, you will likely have **more independence and responsibility for yourself**. This may include travelling by yourself and arriving on time.

You will likely meet a mix of people which can **help to grow your social skills** in a variety of situations.

Y11 Preparation Timeline

A typical journey through Y11 into Post 16

September to December

Research and Exploration

- **Explore your options:** Consider your interests and ask your Career Lead for advice.
- **Attend open days and events:** Get a feel for the provision's environment, meet staff, and ask questions.

January to March

Application Process

- **Start your application:** Gather necessary documents, write a personal statement, find a placement. Ensure all applications are submitted by the deadline, which are different for each provision.

April to June

Exams and Revision

- **Sit your final assessments:** Your grades can play a role in deciding your post 16 study level and securing your place at your chosen provision.

August

September

Results and Decisions

- **Find out your results:** Confirm your place with your provider or contact the Bristol Post 16 Team who can help with alternative options.

Planning for your future

Person centred planning

When planning for your future, your views and aspirations should be central to the process.

You may want to ask these type of questions:

- What do you enjoy – either at school or at home?
- Do you have any hobbies?
- What sort of person are you? Sociable, active etc?

It might be helpful to involve the people who know you well such as parents/ carers, careers advisors in your school, or close friends.

You can also book an appointment with the **Bristol Post 16 Careers Coaches** to help explore your options. See how to contact us on page 5.

Strengths and passions

Consider your interests

Your interests, traits, and views about yourself may offer some ideas as to what sort of career or area of training you could to move into.

There are lots of online resources which you can use to get an idea of which career or industry may be best suited to you.

National Careers Service: Skills assessment

There are no right or wrong answers to this quick assessment. The purpose is to explore what motivates you and get career recommendations. To take the skills assessment, scan the QR code or visit **nationalcareers.service.gov.uk/discover-your-skills-and-careers**

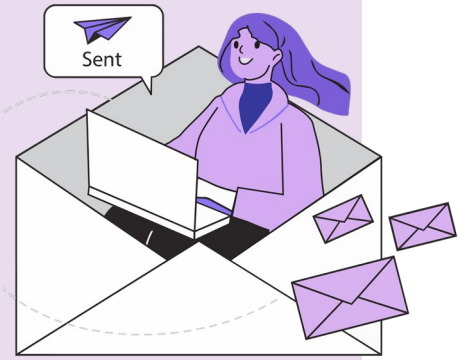
Prospects: Job Match Quiz

This short quiz matches you to one of Prospect's 15 "Job Groups" and suggests careers that match that job type. To take the quiz, scan the QR code or visit **prospects.ac.uk/job-match**

Things to consider

What to think about before you start

Emails



- **Do you have a personal email address?** You should not apply using a school email address as you will lose access once you leave. Create a new, sensible email address.
- **Do you check your emails?** Email is the preferred method of contact for providers and employers. **Check your emails regularly.**

Travel plans

- **What's the distance from your house to the provider?**
- **How will you get there?** Public transport? Relying on a lift from others?
- **Are you confident using public transport?** You should practice your journey before you start.

Staying up to date

- **Do you know your important dates ?** You may be asked for an interview or a induction.
- **Do you know what you need for your first day?** Is there any special equipment you might need?
- **Do you know where to go for more support?** Contact Bristol Post 16 Team or your provider's wellbeing team.

Education and training

An overview of Post 16 options

All young people are required to stay in learning until they are 18.
However, this learning can take place in a variety of forms and settings.

For example, you can engage in further study at college, take part in volunteering, or gain on-the-job learning in a paid apprentice role.

Post 16 options include:

- A Levels
- T Levels
- Vocational Courses
- Apprenticeships
- Supported Internships
- Volunteering

If you do not secure a place with a post 16 provider, you will be considered **NEET** (Not in Education, Employment, or Training) and **Bristol Post 16 Team** will be in contact to support you.

Each of these options offer a distinct learning environment and have differing entry requirements.

Useful resources

Unsure what the qualification levels mean?
For definitions and examples, scan the QR code or visit gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels

Post 16 options

A brief explanation of each option

A Levels

Advanced level qualifications (A Levels) are **Level 3** qualifications which often lead onto university or higher education.

Students normally study **three or more subjects** and take two years to gain their qualification. They are often studied at sixth form or sixth form college.

You are normally assessed by **examinations**.

You will generally need **five GCSEs at grade 4+ or grade 5+** in the specific subject you would like to study further.

T Levels

T Levels are **Level 3** qualifications which are **equivalent to three A Levels** and often take **two years to complete**.

T Levels are suited to people who know what occupation they want to do. This qualification offers **hands-on and classroom elements with a 45 day placement**.

These courses have been designed with employers to ensure students are prepared for entry into skilled employment.

Useful resources

Did you know Bristol City Council have their own construction apprenticeship team? On Site Bristol offer apprenticeship training in 7 different trade areas. **For more information, scan the QR Code or visit onsitebristol.co.uk**

Apprenticeships

Apprentices **earn a wage** whilst getting **hands-on experience** in the workplace and training to receive a **formal qualification**.

Young people will be in a paid position so entry is subject to a recruitment process. They are available in a variety of subjects and industries.

Off the job training makes up **at least 20% of normal working hours**. You may need to attend college or provider's premises for this training.

Apprenticeships are offered at a variety of levels:

Study level	Apprenticeship level	Equivalent to
Level 2	Foundation	GCSE
Level 2	Intermediate	GCSE
Level 3	Advanced	A Levels, T Levels
Level 4+	Higher	Undergraduate degree
Level 6-7	Degree	Masters degree

For more information about apprenticeships, scan the QR code or visit amazingapprenticeships.com

Vocational Courses

These qualifications train for a specific trade or industry eg. hairdressing or construction. Generally, students will study **one subject in depth**.

There are many levels of vocational courses from Entry to Level 7 (Postgraduate degree level). BTECs or NVQs are examples of vocational courses.

The length of courses vary but Levels 1, 2, 3 typically last one to two years.

Vocational courses are generally practical based with **assessed coursework elements**.

These courses can be studied with a **variety of providers** and entry requirements vary.

Volunteering

Volunteering involves **donating your time without getting paid**. This can be achieved by helping others through charitable organisations, employers or community schemes.

Young people can gain lots of **transferrable skills** and experience of certain industries which can help them throughout their careers.

You must spend 20 hours or more a week volunteering alongside part-time education or training at post-16 level.

Useful resources

Bristol's SEND Local Offer provides information on training for work for young people with Special Educational Needs and Disability (SEND). Scan the QR code or visit bristol.gov.uk/bristol-local-offer/young-people/education-training-and-work/training-for-work

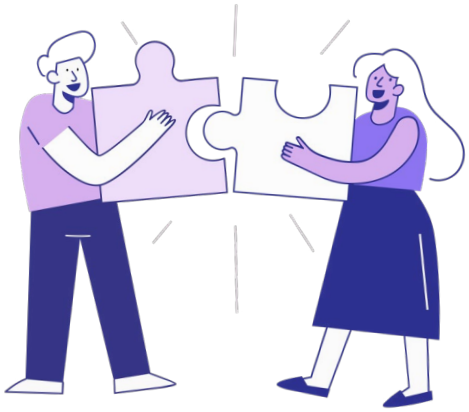
Supported internships

Supported Internships are personalised study programmes specifically for young people aged **16-24 with an Education Health and Care Plan (EHCP)**.

These courses enable young disabled people, including those with learning difficulties, to develop the skills they need to feel ready to enter the workplace.

Internships like these offer **a mix of time spent learning and experience in a work environment**. The aim of these internships are to **build confidence**.

Students can have access to a **Job Coach** who will support them throughout their internship.



Did you know...

Bristol City Council have their own programme designed to help people with a learning difficulty or autism find a way into work?

We Work For Everyone's Employment Navigators can support you to find a way into paid work.

To find out more, scan the QR code or visit weworkforeveryone.org

WE WORK for Everyone

To learn more about supported internships, scan the QR code or visit gov.uk/government/publications/supported-internships-for-young-people-with-learning-difficulties/supported-internships

New Post 16 Qualifications

V Levels:

Alongside A Levels (the established academic route) and T Levels (the technical and occupational route that includes an industry placement), there will soon be a third option called V Levels.

V Levels will be new Level 3 qualifications that offer a vocational pathway for students who want to explore different sectors before deciding where to specialise.

This new pathway will replace the wide range of qualifications that are not A or T levels and enable students to study a range of areas.

Each V Level will be equivalent in size to one A Level. This means students will be able to combine V Levels with A Levels, creating a programme that reflects their interests and career ambitions.

The first V Levels will be available from September 2027 in Digital, Education and Early Years, and Finance and Accounting.

More subjects will follow over time.

Foundation Apprenticeships:

Alongside full apprenticeships, there is a new option called Foundation Apprenticeships. These are paid, entry level jobs with training at Level 2, designed to help young people get started in the world of work.

Foundation Apprenticeships combine learning with real workplace experience, allowing young people to build confidence, develop key employability skills, and explore an industry before choosing a more specialised career route.

This pathway is particularly suitable for young people who may not yet feel ready for a full apprenticeship or who want more time to decide which type of job is right for them. The focus is on progression, whether that is moving into further training, a higher level apprenticeship, or employment.

Foundation Apprenticeships are available to 16–21 year olds, and up to 24 for some young people who need additional support. They last at least 8 months and will be available from September 2027 in areas such as Construction, Digital, Engineering and Manufacturing, and Health and Social Care.

More subjects will follow over time.

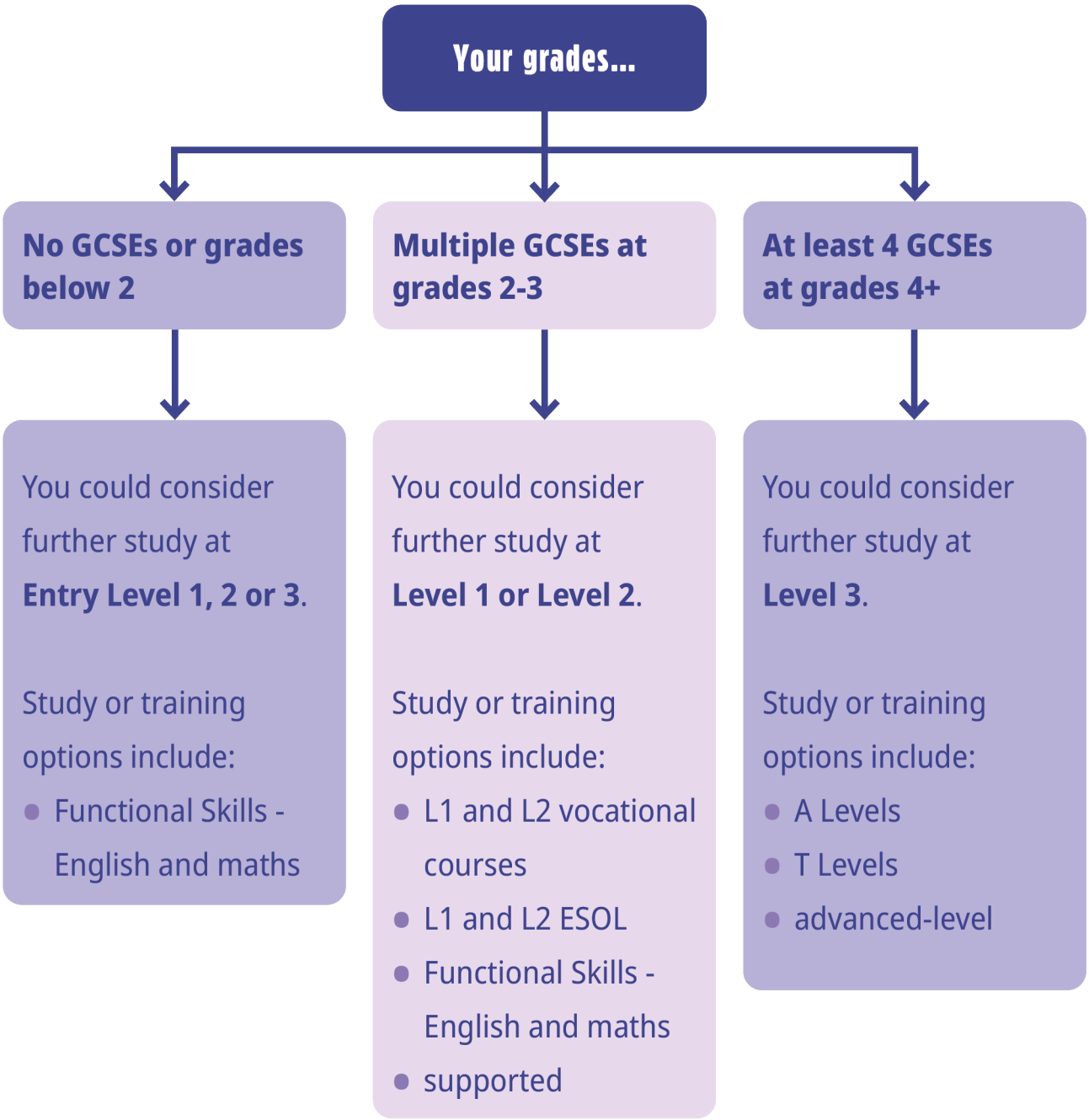
Course levels ladder

This chart explains the relationship between college/training routes and apprenticeship/work-based routes.

Focused on learner's experience and awareness of basic independence skills. Functional English & maths skills	**Pre-entry (PE)**	
Help with developing some basic independence skills. Functional English and maths skills	**Entry 1 (E1)**	Pre-employment programmes or supported internship (if has EHCP and is nearly ready for work)
Developing basic independence plus basic English and maths skills	**Entry 2 (E2)**	Pre-employment programmes or supported internship (if has EHCP and is nearly ready for work)
Continuing to work on independence and functional English and maths	**Entry 3 (E3)**	Pre-employment programmes or supported internship (if has EHCP and is nearly ready for work)
GCSE grades 1-3, L1 essential skills, L1 functional skills, L1 vocational courses (eg. NVQs), music grades 1-3	**Level 1 (L1)**	Pre-employment programmes or supported internship (if has EHCP and is nearly ready for work)
GCSE grades 4-9, L2 Functional Skills, L2 vocational courses, music grades 4 and 5	**Level 2 (L2)**	Intermediate level apprenticeships or supported internship (if has EHCP and is nearly ready for work)
A Levels, T Level, L3 vocational courses, music grades 6-8, International Baccalaureate Diploma	**Level 3 (L3)**	Advanced level apprenticeships
Higher National Certificates (HNCs), Higher National Diplomas (HNDs), Higher Education Access courses, Foundation degrees, bachelor's degrees, master's degrees, postgraduate certificates/diplomas, PhDs	**Level 4 (L4) and higher (up to L8)**	Higher level apprenticeships, degree apprenticeships, master's and PHB apprenticeships

Post 16 pathways

Use this chart to explore options based on GCSE outcomes.



This is just a guide. Please check with providers for specific entry requirements or contact the Bristol Post 16 team.

Money matters

Bursaries, benefits, and budgeting

16-19 Bursary Fund

You may be eligible for a bursary to help with education related costs including travel, equipment, or clothing. This is called the **16-19 Bursary Fund**.

You do not have to pay back this funding.

There are two types of bursary available:

Vulnerable Groups
up to £1,200, depending on your circumstances.

Discretionary Bursary
if you do not qualify as vulnerable group, your education/ training provider decides how much you get and what it's used for.

Contact your school, college or provider to apply for either of these bursaries.

Useful resources

To learn more about the 16-19 bursary fund, scan the QR code or visit gov.uk/1619-bursary-fund

Benefit changes: Information for parents and carers

Your Child Benefit **stops on 31 August, on or after your young person's 16th birthday, if they leave education or training**.

Child Benefit continues if your young person stays in **approved education or training**, but you must tell HMRC.

Education must be more than an average of 12 hours a week of supervised study or course-related work experience.

This does not apply to apprenticeships.

Need an extension?

If you fit the criteria, scan the QR code to apply for an extension through HMRC, or visit gov.uk/child-benefit-16-19

When approved training ends:

Payments will stop at the end of February, 31 May, 31 August or 30 November (whichever comes first).

Child Benefit Extensions:

You could get Child Benefit for 20 weeks (an 'extension') if your child leaves approved education/training and:

- registers with their local careers service **(Bristol Post 16 Career Coaches)**
- signs up to the armed forces

For more information about benefit changes, scan the QR code or visit gov.uk/child-benefit-16-19

Preparing for work

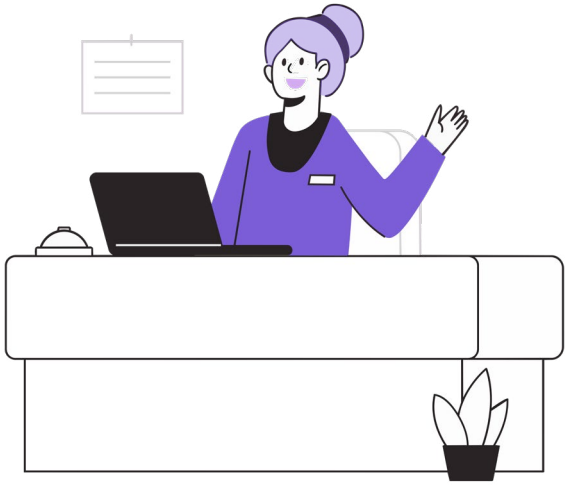
The need to knows for young people and the world of work

Work Experience

Work experience involves spending a short amount of time with an organisation to get a taste of what the role or industry is like.

You may have taken part in some work experience during your time at school, but you can undertake more at any point in your life.

Whilst **most work experience opportunities are unpaid**, some companies do offer paid roles. You will have to apply for your work experience or reach out to the organisation directly.



Virtual work experience is also growing in popularity.

Internships are a form of work experience that take place over a longer period (from 3 weeks to 12 months). These often take place over the summer period.

Useful resources

To get practical tips on finding and making the most of work experience, scan the QR code or visit nationalcareers.service.gov.uk/careers-advice/types-of-work-experience

Part time work

Working rights when you're under 18:

If you're interested in entering employment when you're under 18, **your working rights will vary from those of adults**.

Remember, you **legally** must remain in some form of education or training until you are 18.

You can spend 20 hours or more a week working or volunteering, but you must also be involved in part-time education or training.

You will not be able to work full-time, but you can take part in some part-time work alongside your studies.

By law, you must not work more than:

- 8 hours a day
- 40 hours a week

You must also have, as a minimum:

- a 30-minute break if your working day is longer than 4.5 hours

Useful resources

Citizens Advice

Check your working hours, breaks and protections. Scan the QR code or visit citizensadvice.org.uk/work/working-hours-and-rest-breaks/check-your-rights-at-work-under-18/

GOV.UK

Rules on what work you can do and hours you can work. Scan the QR code or visit gov.uk/child-employment/restrictions-on-child-employment

ACAS

Guidance on work experience and your rights at work. Scan the QR code or visit acas.org.uk/young-workers-and-work-experience

CVs and applications

When applying for a job, companies may ask you for a **CV, an application form, or a cover letter**.

CVs:

Your CV is a summary of all your qualifications, work experience, and skills. **It is how you promote yourself to employers.**

A CV is usually one page long with different sections. Try to make your CV simple and easy to read.

You should include sections about your:

- Personal Information
- Objectives or Personal Statement
- Education
- Skills
- Projects & Extracurricular Activities
- Work Experience (if you have any)
- References

Useful resources

Bristol Post 16 offer practical CV tips and clear examples. Scan the QR code or visit bristolesl.com/bristolpost16/2024/08/building-your-cv

Cover Letters and Application Forms:

An employer may ask you to complete an application form or cover letter. You should explain, **using real-life examples of when you have demonstrated your skills**, why you should be employed.

Consider using the STAR method in your answers:

S **Situation -** the context

T **Task -** the challenge

A **Action -** your response

R **Result -** what happened and what did you learn?

For tips using the STAR method, scan the QR code or visit nationalcareers.service.gov.uk/careers-advice/interview-advice/the-star-method

Transport

Travel information for young people

When you are considering your post 16 options, it is important to factor in where the provision is located and how you will get there.

You could ask yourself:

- Is the provider within **walking distance**?
- Would you be willing or able to **walk or cycle**?
- Is there **public transport** that goes nearby?
- Would it get you there **on time**?
- Will you have to **rely on someone giving you a lift**?

Remember that you may be required to travel to your provision multiple times a week, so make sure your transport arrangements are realistic and achievable.

Speak to your post 16 provider about bursaries for travel support.

Prior to starting at your post 16 provision, you could try travelling during commuting times to practice your journey and experience what it would be like.

Useful resources

First Bus 'Know How' share their short videos on how to use their bus service. Scan the QR code or visit firstbus.co.uk/know-how

Health and Wellbeing

Where you can go for support

As well as understanding your education, employment and training options, it's important to know how to keep yourself healthy and well.

More support is available in the **Useful Links section** on page 38.

Keeping Active

Being active is one of the best things you can do for your health. It boosts your mood, helps you feel more energised, and lowers the risk of lots of health issues.

But being active doesn't have to mean hitting the gym or playing sports - unless that's your thing!

It's really just about moving your body more. Whether it's walking, dancing, cycling, or even just taking the stairs instead of the lift, it's all about using your energy and getting a bit out of breath.

The key is to fit it into your day in a way that works for you; **little and often is a great place to start**.

For more information on local sports and physical activity options, scan the QR code or visit bristol.gov.uk/residents/museums-parks-sports-and-culture/sports-and-fitness

See page 38 for more support!

Smoking and Vaping

Vaping:

- Vaping is a way for adults to stop smoking, not something for non-smokers or children.

- While vaping is less harmful than smoking, this doesn't mean that it's harmless. The long-term effects are not yet known.

- Many vapes contain nicotine, an addictive chemical that can make it harder to quit.

Did you know...
In Bristol, most young people don't smoke or vape.

Smoking:

- Tobacco smoke contains more than 5,000 chemicals, many of which are toxic. No amount of smoking is safe.

- Smoking when young often leads to heavier smoking in adulthood, which makes it harder to quit.

- Smoking is one of the most harmful things you can do to your body – 2 in 3 smokers die from smoking-related ilnesses.

Smoking is one of the most harmful things you can do to your body

Useful resources

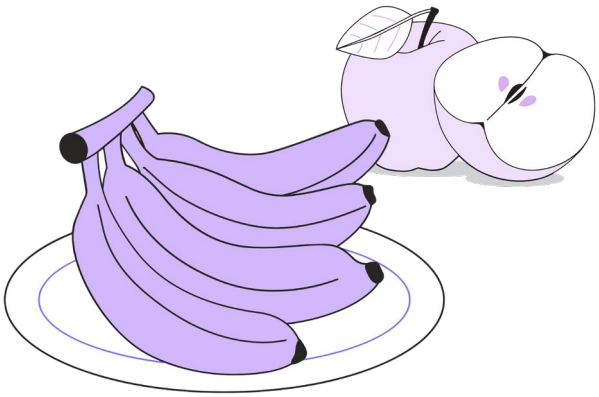
Want some help with smoking or vaping?
Support is available from Smoke Free Bristol.
Scan the QR code or visit
bristol.gov.uk/smoke-free-bristol

SmokeFree Bristol

Eating and Drinking

What you eat and drink can have an effect on your physical and mental health.

It's important to begin to develop **healthy habits** which can help you as you go through the rest of your life.



Top Tips:

- Aim to drink **6-8 glasses of fluid per day** - but avoid too many fizzy, alcoholic or caffeinated drinks
- **Avoid snacks with high salt and sugar** - too much of these can lead to health issues
- Don't skip breakfast - eat a meal with a **good amount of fibre**, which will keep you fuller for longer
- Try to eat a variety of fruit and vegetables - **at least 5 portions** every day

See page 38 for more support!

Useful resources

Eatwell guide

To learn about a balanced diet, scan the QR code or visit tinyurl.com/eatwellguide-booklet

Healthier families

For tips to help the whole family stay healthy, scan the QR code or visit nhs.uk/healthier-families

Healthier together

For simple healthy eating tips for young people, scan the QR code or visit healthiertogether.nhs.uk/young-person/healthy-eating

Sleep

Sleep is another way of refuelling your body.

During sleep, your brain gets a chance to process things you've learnt, improve your memory and ensure you can be focussed when you wake up.

Sleep also helps reduce stress, anxiety and depression.

You should aim to get between 8 to 10 hours of sleep each night.

Here are some tips which may help with a good night's sleep:

- **Write down any worries** before bedtime
- **Avoid using devices** at least 1 hour before bed
- Make sure your room is **calm, comfortable and tidy**
- Establish a **bedtime routine**
- Don't eat, drink or exercise **too much before bed**
- Try **not** to nap during the day

See page 38 for more support!

Useful resources

For more advice and information for teens and young people about getting a good nights sleep, scan the QR code or visit teensleephub.org.uk/teens-young-people

Relationships

You may be curious about relationships and sex. It's important to be informed.

A healthy relationship is one where you:

- feel **safe**
- **respect** the other person and **feel respected**
- **trust** the other person and **are trusted**
- can be **honest** and have good **communication**
- can stay **calm** during arguments
- have an **even** power balance
- share an understanding of **consent**

Sexual Health:

You can get free, confidential and inclusive support from **Yuno**, the sexual health service for Bristol, North Somerset and South Gloucestershire.

You can access sexual health services online through the Yuno website.
Some of these include:

- STI tests sent by post (for ages 16+)
- Condoms sent by post (for ages 16-24)
- Emergency contraception sent by post (for ages 16-24)

Yuno
scan the QR code or visit yunosexualhealth.co.uk

Or you can visit a clinic for face-to-face support with relationships, including STI testing and treatment, condoms, a range of contraception, pregnancy testing and protection against HIV.

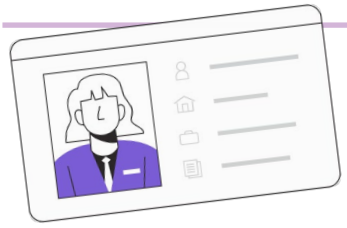
Useful resources

NSPCC
Advice for parents and carers on how to talk to your child about relationships, scan the QR code or visit nspcc.org.uk/advice-for-families/healthy-relationships

Childline
For more advice and support on relationships, scan the QR code or visit childline.org.uk/info-advice/friends-relationships-sex/sex-relationships/relationships

Staying safe online

Here are some top tips for keeping yourself, and your personal information, safe online:

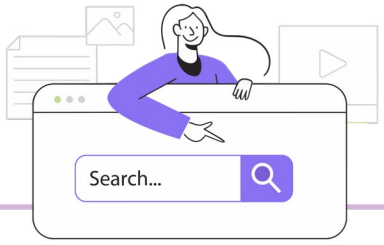


Keep your information private e.g. address, full name, date of birth, contact details, passwords

Think before you share - videos, pictures, comments can effect your digital footprint

Know who you're talking to - don't share content or information if you feel pressured or uncomfortable

Not everything you see online is true - be aware of edited pictures and misinformation



Take breaks - it's easy to get caught up in what's happening on screen. **Be sure to set boundaries**.

Useful resources

For more advice on staying safe online and on your phone, scan the QR code or visit childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/

See page 38 for more support!

Mental health

We know that there may be moments where you feel like you could use some support with your mental health.

We've gathered a list of some organisations that can help you.

Creative Youth Network

Low intensity support for ages 8-17. Scan the QR code or visit creativeyouthnetwork.org.uk

Kooth

Free online support for ages 10-18.
Scan the QR code or visit kooth.com

Bristol Family Hubs

Support for any age. Scan the QR code or visit bristol.gov.uk/bristol-family-hubs

Off The Record

Drop-ins and support groups.
Scan the QR code or visit otrbristol.org.uk

YoungMinds

Online advice for any age. Scan the QR code or visit youngminds.org.uk

Vita Health Group: NHS talking therapies

FREE cognitive behaviour therapy for ages 16+. Scan the QR code or visit vitahealthgroup.co.uk/nhs-talking-therapies

Glossary

Simple definitions of commonly used words and phrases

A

- **A-Levels -** Level 3 qualifications studied at a college which include exams and often lead to university. See page 14.

- **Apprenticeships** - Level 2 or Level 3 programmes where you "earn while you learn", gaining on the job experience and training. See page 15.

B

- **16-19 Bursary Fund** - funding to support your studies which you don't have to pay back. See page 22.

- **Bristol Post 16 Team** - Bristol City Council's dedicated team for helping with post 16 options. See page 5.

C

- **Career Coach** - a member of the Bristol Post 16 Team who can offer you help and support. See page 5.

- **Child Benefit** - payments from the government to help with the costs of raising children. This changes when your child reaches 16. See page 23.

- **CV** - a one page summary of your qualifications, work experience, and skills. Used when applying for jobs. See page 26.

E

- **EET** - engaging in Education, Employment or Training.

- **EHCP** - Education Health and Care Plan. A document that outlines a young person's educational, health, and social care needs.

- **Entry Requirements** - the qualifications or skills needed to secure a job or a place with a post 16 provider.

I

- **Internship** - a work taster which usually lasts a few weeks or months. See page 24.

N

- **NEET** - not engaging in Education, Employment or Training. See page 13.

P

- **Person-Centred Planning** - putting you at the heart of discussions. See page 11.

S

- **September Guarantee** - an offer of education or training for every 16-17 year old in England. See page 7.

- **Sixth Form College** - an academic institution where 16-19 year olds study.

- **STAR method** - a technique for answering interview or application questions. See page 27.

- **Supported Internship** - personalised study programmes for 16-24 year olds with an EHCP. See page 17.

T

- **T Levels** - Level 3 qualifications combining classroom learning with industry placements. Equivalent to three A Levels. See page 14.

- **Training Provider** - an organisation that works with employers to support with off-the-job training.

V

- **Vocational courses** - qualifications that train for a specific trade. See page 16.

- **Volunteering** - donating your time to gain experience and transferrable skills. See page 16.

W

- **Work experience** - spending a short amount of timewith an organisation for experience. See page 24.

Useful links

Where to go for further support

Strengths and Passions

- **National Careers Service Skills Assessment** nationalcareers.service.gov.uk/discover-your-skills-and-careers
- **Prospects Job Match Quiz** prospects.ac.uk/job-match

Education and Training

- **What qualification levels mean** gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels
- **Apprenticeship Levels Explained** amazingapprenticeships.com/wp-content/uploads/2025/06/Rapid-Read_Apprenticeship-Levels-Explained.pdf
- **On Site Bristol** onsitebristol.co.uk
- **Supported Internships** gov.uk/government/publications/supported-internships-for-young-people-with-learning-difficulties/supported-internships
- **Training for Work** bristol.gov.uk/bristol-local-offer/young-people/education-training-and-work/training-for-work
- **We Work For Everyone** weworkforeveryone.org

Money Matters

- **16 19 Bursary Fund** gov.uk/1619-bursary-fund
- **Child Benefit when your child turns 16** gov.uk/child-benefit-16-19
- **Money Helper Budget Planner** moneyhelper.org.uk/en/everyday-money/budgeting/budget-planner
- **National Career Service How To Get Work Experience** nationalcareers.service.gov.uk/careers-advice/types-of-work-experience
- **Citizens Advice Check your rights at work if you're under 18** citizensadvice.org.uk/work/working-hours-and-rest-breaks/check-your-rights-at-work-under-18

- **Child Employment** gov.uk/child-employment/restrictions-on-child-employment
- **Pay and hours for young workers** acas.org.uk/young-workers-and-work-experience
- **Building your CV** bristolesl.com/bristolpost16/2024/08/building-your-cv
- **The STAR Method** nationalcareers.service.gov.uk/careers-advice/interview-advice/the-star-method

Transport

- **First Bus "Know How"** firstbus.co.uk/know-how
- **Wheels to Work West** travelwest.info/wheels-to-work-west/#bus-tickets-1

Health and Wellbeing

Keeping Active

- **Sports and physical activity** bristol.gov.uk/residents/museums-parks-sports-and-culture/sports-and-fitness
- **Sport In Mind** sportinmind.org
- **Wesport** wesport.org.uk/health-and-wellbeing/a-z-of-sport

Smoking and Vaping

- **Smoke Free Bristol** bristol.gov.uk/smoke-free-bristol/under-18s/young-people-smoking-and-vaping

Eating and Drinking

- **Healthier Together** healthiertogether.nhs.uk/young-person/healthy-eating
- **Healthier Families** nhs.uk/healthier-families
- **The Eatwell Guide** tinyurl.com/eatwellguide-booklet

Sleep

- **Teen Sleep Hub** teensleephub.org.uk/teens-young-people
- **Better Health** nhs.uk/every-mind-matters/mental-wellbeing-tips/how-to-fall-asleep-faster-and-sleep-better
- **NHS** bedslutonchildrenshealth.nhs.uk/sleep/healthy-sleep-routines/sleep-routines-for-young-people-and-teenagers

Relationships

- **Childline** childline.org.uk/info-advice/friends-relationships-sex/sex-relationships/relationships
- **NSPCC** nspcc.org.uk/advice-for-families/healthy-relationships

Sexual Health

- **Yuno** yunosexualhealth.co.uk
- **Brook** brook.org.uk

Abuse and Violence

- **Next Link** nextlinkhousing.co.uk/privacy-warning/?incognito=true
- **The Bridge** thebridgecanhelp.org.uk
- **SARSAS** sarsas.org.uk

LGBTQ+ Support

- **Freedom** otrbristol.org.uk/what-we-do/freedom

Staying Safe Online

- **Childline** childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety
- **NSPCC** nspcc.org.uk/keeping-children-safe/online-safety/online-wellbeing

Mental Health

- **Bristol Family Hubs** bristol.gov.uk/bristol-family-hubs/age-11-to-16/health-and-wellbeing-for-young-people
- **Healthier Together Directory of Services** bnssghealthiertogether.org.uk/library/bristol-mental-health-and-wellbeing-directory-services-children-and-young-people
- **Kooth** kooth.com
- **Off The Record** otrbristol.org.uk
- **YoungMinds** youngminds.org.uk
- **Shout** giveusashout.org
- **Creative Youth Network** creativeyouthnetwork.org.uk
- **NHS Talking Therapies** vitahealthgroup.co.uk/nhs-talking-therapies/bristol-north-somerset-and-south-gloucestershire
- **Sirona Care & Health** sirona-cic.org.uk/children-services/services/chathealth

Other Support

Homelessness

- **1625 Independent People** 1625ip.co.uk

Drugs and Alcohol

- **Horizons** horizonsbristol.co.uk/find-support/for-young-people
- **Talk to Frank** talktofrank.com

Special Educational Needs and Disabilities (SEND)

- **SEND Local Offer** bristol.gov.uk/bristol-local-offer/young-people

Young Carers

- **Bristol City Council** bristol.gov.uk/residents/social-care-and-health/carers/young-carers

Bristol Post 16 Team

- **Post 16 Website** bristolesl.com/bristolpost16
- **Post 16 Instagram** instagram.com/bristolpost16
- **Post 16 Facebook** www.facebook.com/Post16team/
- **Participation of young people: education, employment and training Statutory guidance** gov.uk/government/publications/participation-of-young-people-education-employment-and-training
- **Post 16 Directory** bristol.gov.uk/residents/schools-learning-and-early-years/school-admissions/options-for-education-and-training-after-16/where-to-get-post-16-education
- **National Career Service Post 16 Options** nationalcareers.service.gov.uk/careers-advice/career-choices-at-16

Bristol Post 16 team

Don't forget, we're here for you, or your parents/carers, at any point throughout your post 16 journey. Head to our website to make a referral for support

Scan the QR code or visit bristolesl.com/bristolpost16

EMPLOYMENT SKILLS & LIFELONG LEARNING

Our team brings together Bristol City Council Employment, Skills and Learning Services. We plan, coordinate, deliver and support opportunities within the council, across Bristol and the West of England.

Skills Connect

We provide tailored employment support to both those in paid work or unemployed to help people upskill, advance their careers, and access services in Bristol.
skillsconnect.org.uk/contact-us/speak-to-us

WE WORK for Everyone

We engage people with a learning difficulty, learning disability and autistic people to move closer to paid work. We cover the Bristol, South Gloucestershire and Bath & North East Somerset areas.
weworkforeveryone.org

WorkWell West

We provide a friendly, free and local support service for anyone with a health condition who is struggling to stay in work, return to a job, or trying to find new employment. We cover Bristol, North Somerset & South Gloucestershire.
workwellwest.org

Bristol Adult Learning

We offer hundreds of leisure learning courses including, arts, crafts, languages, cookery, wellbeing, gardening, computing, and more. Explore new interests, learn new skills and make friends, in a relaxed, friendly environment.
bristolcourses.com

Call us today: **0117 332 1500** Email: **esl@bristol.gov.uk**

Move In, Move On, Move Up

We provide free, specialist employment support to anyone with a history of rough sleeping, living in temporary or unsettled accommodation.
Email mimomuproject@bristol.gov.uk

Bristol Community Learning

We set up and run courses across Bristol aimed at adults with few or no qualifications as well as unemployed adults looking for work.
communitylearningwest.net

100 Women Project

This project supports women in South Bristol to build their confidence and resilience in their personal development journey, as well as offering employability support using a person centred, holistic approach.
Email 100women@bristol.gov.uk

On Site Bristol

We offer construction apprenticeship training programmes in seven key 'On Site' trades.
onsitebristol.co.uk

Bristol Post 16

We assist young people and their families in Bristol to help them discover appropriate post-16 education options and providing guidance on career choices and employment opportunities.
bristolesl.com/bristolpostl6

Bristol WORKS

We deliver experiences of work with young people aged 11-16 in targeted secondary schools to help them prepare for the world of work via employer encounters. We also lead on work experience for groups under represented in our workforce within Bristol City Council.
bristolesl.com/bristolworks

Youth Guarantee

We provide employability courses, work tasters, and tailored employment support to young people in South Bristol aged 17-21 who are Not in Employment Education or Training (NEET) or Unemployed
tinyurl.com/bristol-youth-guarantee

Call us today: **0117 332 1500** Email: **esl@bristol.gov.uk**

Notes

Checklist

Tick these off as you complete them

- [ ] Consider your interests and hobbies
- [ ] Research colleges, apprenticeships and training providers using the **Post 16 Directory**
- [ ] Attend provider open events
- [ ] Get advice from your careers lead or the **Bristol Post 16 Team**
- [ ] Write a strong CV
- [ ] Apply to your chosen pathway
- [ ] Receive your offer
- [ ] Prepare for interviews using the STAR method
- [ ] Receive your GCSE grades
- [ ] Confirm your place with your post 16 provider
- [ ] Arrange travel, equipment or uniform if needed
- [ ] Register for induction or enrolment sessions

Post 16 Pathways

Do you know what's next once you finish school?
Are you starting to consider your career options?
Could you use some help and guidance?

Bristol Post 16 Team can help!

This guide can support you with your next steps.

Email: post16@bristol.gov.uk Call: **0117 352 5750**

Web: bristolesl.com/bristolpost16 or scan the QR code below

Visit: **The Launchpad,**
The Galleries, Bristol City Centre
Wednesdays & Fridays, 10am - 4pm

BRISTOL POST 16

EMPLOYMENT SKILLS & LIFELONG LEARNING

BD18002 Designed by Bristol Design, Bristol City Council