



**THE  
BURGESS HILL  
ACADEMY**

**Year 11**

**Your Choices**

**2016-17**

**BELIEVE IN YOUR BEST**

September 2016

Dear Student

### **Your Choices ~ 2016 - 17**

As from September 2014, the law has changed so that all young people will be required to continue in education or training until their 18<sup>th</sup> birthday. This does not necessarily mean staying in school; young people will have a choice about how they continue in education or training post-16 which could be through:

- Full-time study in school, college or with a training provider;
- Full-time work or volunteering combined with part-time education or training;
- An apprenticeship or traineeship

This booklet provides you with information to help when choosing the most suitable path after leaving The Academy.

“Moving On” meetings will be arranged during the Autumn and Spring terms with our Independent Careers Advisor: Mrs Kerry Mann. These will be either individual or group meetings. At this meeting, Kerry will look at the further education courses and if applicable, apprenticeship options that would best suit you.

All local Sixth Form and vocational colleges will be coming into the Academy as part of the assembly programme to talk about their colleges. They also have Open Evenings throughout the Autumn term, it is strongly recommend that you attend as many as possible to help you make appropriate decisions.

In order to provide as much support as possible, all application forms should be submitted to me for checking prior to sending to colleges. This will ensure that you are making appropriate choices and to check that they have been completed accurately, thus avoiding you any additional stress or delays at a later stage. Please ensure that the email address given on the application form is checked regularly as many colleges use this facility to notify students of interview dates.

If you have any questions regarding the process, please contact me via email at [ldorgan@theburgesshillacademy.org.uk](mailto:ldorgan@theburgesshillacademy.org.uk). Kerry Mann can also be contacted via email at [kerrymann@careersguidanceandtraining.co.uk](mailto:kerrymann@careersguidanceandtraining.co.uk).

Please remember your success on results day and moving on to your chosen destination is dependent upon your attitude during the whole of Year 11. The more effort you put into your work, the greater the chance of success.

Good luck!

Yours sincerely

Mrs L. Dorgan  
Head of Year 11



## **APPLIED A LEVELS**

These courses are available in work related subjects as Single or Double awards. The Double Award is equivalent to two A level qualifications. The Single Award is equivalent to one A level qualification. There is often more practical and assessment work than in academic A levels – this can vary between colleges so make sure that you check individual prospectuses. Applied A levels also score UCAS points.

## **GCSE**

For students who achieve Level 1 grades at the Academy, there is the option to study a limited range of GCSEs at most sixth form colleges with a view to achieving A\*-C grades. In most cases this will be a GCSE resit in Maths and English and occasionally Science combined with a Level 2 BTEC course.

### **What if my GCSE English and/or Maths is a 4 or below?**

For students who have not yet achieved a grade 4 or above in English or Maths, some colleges offer the option of a GCSE resit. In most cases to sit a GCSE resit you will need to have achieved a 3 grade in your GCSE subject. If you achieved less than a 3 grade it is likely you will be put forward to do Functional Skills English and Maths before progressing to the GCSE. You will continue to do either Functional Skills or GCSE Maths and English until you achieve a 4 grade or Level 2 equivalent or until you are 18, whichever comes first. In most cases you will only be offered the chance to re-sit English and Maths GCSEs together with a level 2 BTEC course.

## **VOCATIONAL QUALIFICATIONS**

These are workplace courses which are normally taken when you are working or training. Relating to around 900 occupations they recognise your ability to work well in the work place. These qualifications include NVQ, VRQ, City and Guilds Certificate, but there are a great many more available.

## **BTEC DIPLOMAS**

This qualification is designed to provide specialist work related qualifications. They can be studied at Level 1, 2 and Level 3. At **Level- 2** (BTEC Firsts) there are three types of BTEC: Certificate, Extended Certificate and Diploma. These are usually equivalent to 2, 3 or 4 GCSEs.

At **Level 3** (BTEC Nationals) there are a range of types of BTEC Also BTECs are changing the title of some of their courses so it is essential you check what you will be studying for:

'Old style' BTEC equivalent to A levels

Extended Diploma = 3 full A Levels

Diploma = 2 full A Levels

90 Credit Diploma = 1 Full A levels and 1 A/S

Subsidiary Diploma = 1 Full A Level

Certificate = 1 A/S

'New style' BTECS equivalent to A levels:

Level 3 BTEC Diploma = 3 full A levels

Level 3 BTEC Certificate = 2 full A levels

Level 3 BTEC Subsidiary Certificate = 1.5 A levels

Level 3 BTEC Award = 1 full A level.

BTECs are currently made up from a mixture of exam, course work and practical work. The % of exam will depend on the course; this could be anything from 25-45%. To take on a BTEC you will have the challenge of learning the theory required for A level standard as well as the practical application of your learning. BTECs are available in a range of industry related professions such

as engineering, construction, business management, sports science, beauty, catering and many more. BTEC level 3 subjects also carry UCAS points for university entry or progression to Higher Apprenticeships and Sponsored degrees.

## **INTERNATIONAL BACCALAUREATE DIPLOMA** **(Only available at Varndean College)**

A challenging alternative to A Levels, which is taught worldwide and is internationally recognised and understood by universities and employers as an excellent preparation for further study and employment. The IB takes two years and is broadly equivalent to four A Levels. You will need to be organised, be interested in studying a broad range of subjects and should be expecting to achieve at least 6 GCSEs at A\*-B including English and Maths.

Students study 6 elements plus an extended essay, Theory of Knowledge and Creativity, Action, Service. Students will study 3-4 elements at Higher level and the rest at Standard level. The IB is good for students who are not sure which path they want to follow.

Universities accept this qualification but students should check course requirements to ensure that the IB is accepted for the course they may wish to study. For some specialist degree courses such as medicine, A levels are preferred.

## **FOUNDATION LEARNING**

Students who have had limited achievement at school may wish to look at Foundation learning programmes. They are designed to promote progressions into Level 1 qualifications together with helping students to achieve nationally recognised qualifications at Entry Level and Level 1. The course includes:

- Vocational knowledge, skills and understanding
- Functional Skills (Maths, English, ICT)
- Personal and Social development
- Vocational subject based courses –eg: Land Studies, Cookery

## **APPRENTICESHIPS**

Sometimes students will prefer to learn on the job and go to work instead of full time college. Apprenticeships are available across a huge number of occupational areas. For school leavers they are also available at Level 2 and Level 3 with the opportunity to lead to higher apprenticeships at university degree level. Entry requirements vary; some require specific qualifications and some require an initial assessment. Apprenticeships are paid according to National Levels and usually take between 1-3 years to complete.

There are a wide range of Apprenticeships varying from office based such as Accountancy, IT, Customer Service or more practical Apprenticeships such as Engineering, Hairdressing, Beauty and Construction. The training will take place in a variety of ways; day release, block release, evenings or on-job training.

Any students interested in pursuing an apprenticeship should register via <https://apprenticeshipvacancymatchingservice.lsc.gov.uk/navms/forms/candidate/candidateslogin.aspx>.

**Students must have a job** before they will be accepted onto an apprenticeship. **Students should also apply to college as a backup** in case they are unable to find employment.

For further information, please contact Mrs Dorgan ([ldorgan@theburgesshillacademy.org.uk](mailto:ldorgan@theburgesshillacademy.org.uk)) or Kerry Mann ([kerrymann@careersguidanceandtraining.co.uk](mailto:kerrymann@careersguidanceandtraining.co.uk)).

## TRAINEESHIPS

A traineeship is an education and training programme with work experience that unlocks the great potential of young people and prepares them for their future careers by helping them to become 'work ready'.

Designed to help young people aged 16 to 24 who don't yet have the appropriate skills or experience, traineeships are unpaid but provide the essential work preparation training, English, maths and work experience needed to secure an apprenticeship or employment or to move onto higher level courses at colleges. For further information, log on to <https://www.gov.uk/government/collections/traineeships-programme>

## GENERAL ENTRY REQUIREMENTS

Entry requirements are listed in college prospectuses however, generally to study Level 3 courses of three full A levels / Level 3 BTEC equivalent to 3 A levels, the college will require to achieve A\* to C grades/5-9 grades in at least 5 GCSEs but they may ask for anything up to 8. English and Maths will be a requirement for all Level 3 courses. For courses which the colleges deem more demanding such as English, Psychology and Maths etc., they may well ask for a level 6 in English and Maths GCSE.

It is essential you check each college's entry requirements as they may differ. For creative courses, in addition to the academic grades you may also be required to produce a portfolio of your work or to attend an audition.

Colleges will also contact the Academy for a reference to give an indication of other factors such as attitude to learning, attendance and any extracurricular activities you may be involved in.

To study Level 2 courses – you will need 4 or more D grade GCSEs and where possible a 4 grade in either Maths or English, however this will not exclude you from a level 2 course.

Students should remember that you are entitled to up to three years free further education as long as you are showing progress in your learning so students who do not reach these entry requirements can start on a Level 1 course and progress onto Level 2, or start on Level 2 courses and progress onto Level 3. Alternatively students who have chosen to change their course at the end of their first year may be entitled to start again for an additional 2 years of study.

If you do not achieve a grade 4/5 in your English and Maths and are looking to resit or retake the course, you will need to check with the college whether they will offer this opportunity to you. In some cases, you may be offered the opportunity to take an equivalent course, not a GCSE. If you require any further guidance, please contact the college to which you are applying.

***There are many course levels and qualifications available and choosing what is right for you can be confusing. If you are uncertain do seek help and advice from our independent Careers Advisor – Mrs Kerry Mann, she will be available during break and lunch times in the Careers office in T-Block on Thursdays. Alternatively, Mrs Dorgan is available to answer any queries or concerns.***

## THE GUIDANCE PROGRAMME

This year The Burgess Hill Academy offers advice and information in the following forms:

1. Post 16 Information Evening - Thursday 22<sup>nd</sup> September 2016.
2. A series of talks during the Autumn Term on careers and further education decisions to Year 11 students as part of the assembly programme.
3. Sixth Form College prospectuses are available from the Careers Office in T Block on Thursday break and lunch time or Mrs Dorgan. There is also a selection in the rack at the back of T9 and the prospectuses will also be available in Year 11 tutor rooms.
4. Interviews:
  - [a] Every student will be allotted an interview time with Mrs Kerry Mann, our independent careers adviser. Interviews may be conducted individually or in small groups.
  - [b] College interviews will take place between December and March. **Students will need to take their Year 10 report together with their latest tracking sheet and mock results when available.**

FOR PARENTS AND STUDENTS WHO ARE IN GREAT DOUBT AND NEED FURTHER GUIDANCE, INTERVIEWS WITH CAREERS STAFF AND/OR SENIOR STAFF MAY BE ARRANGED ON REQUEST.

Please do not hesitate to contact me via email at [ldorgan@theburgesshillacademy.org.uk](mailto:ldorgan@theburgesshillacademy.org.uk) if you have any queries or concerns.

## TRAVEL

Further Education is at present still free but parents/students have to pay travel costs.

The following local authorities have arranged for full time Further Education students in their areas to receive 34% discount on the price of rail season tickets:

- West Sussex County Council
- East Sussex County Council
- Brighton and Hove Council

To qualify you must:

- Live in one of the above areas
- Have a valid Sussex Student Card. These are issued by your college once you start your course.
- Apply on line via [www.southernrailwaytickets.com](http://www.southernrailwaytickets.com)

## 16 to 19 Bursary Fund

This provides help to pay for essential education-related costs if you're aged 16 to 19 and in further education or training. Unfortunately you can't apply if you're studying at university.

The Bursary Fund can help pay for costs like:

- equipment you might need for your course
- lunch
- transport to and from your school or college

You could get a bursary of £1,200 a year if you're in one of the following groups:

- people in care or care leavers
- people claiming [Income Support](#)
- disabled people getting [Employment and Support Allowance](#) and [Disability Living Allowance](#)

If you aren't in one of these groups, you could still get a bursary depending on your personal circumstances.

For more information about the 16 to 19 Bursary Fund, download 'The 16 to 19 Bursary Fund: your questions answered'. Applications for this bursary are made through the colleges direct.

## UNIVERSITY

If you are thinking of going to university, please note that most require that a student takes at least 3 subjects through to the full A level or the level 3 BTEC equivalent. Some University subjects will require that the student has studied the same subject at A level.

There are also university courses available for students who have not completed 3 A levels of a full level 3 BTEC. For further information on university courses and entrance requirements, please visit the UCAS website at [www.ucas.com](http://www.ucas.com) or speak to Kerry Mann about all your university options.

## THINGS TO CONSIDER WHEN CHOOSING A COLLEGE

<b>Courses</b>	The same course at different colleges may contain differing modules. Please ensure that you check the course details. Also check course requirements as some courses will require specific grades at GCSE to take the subject at A level.
<b>Progression</b>	If you wish to go onto Higher Education, your chosen subject area may have specific requirements at GCSE and A level.
<b>Quality</b>	Look at the individual subject pass rates to see which college is best for the subject you wish to take
<b>Travelling</b>	Make sure that you know how you will get there every day and that you can afford it.
<b>Talk to</b>	Your subject teachers Careers Adviser Friends Parents Students currently at the college (when attending the Open Evening) - they will be able to provide practical information.

## CAREERS WEBSITES

**National Careers Service** – <https://nationalcareersservice.direct.gov.uk>

Provides lots of information on job profiles, how to write a cv, interview techniques. There is also the facility to speak to an adviser.

**Direct.gov** – [www.direct.gov.uk](http://www.direct.gov.uk)

Information can be found under the 'Young People' Section

**Apprenticeships** – [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk) or [www.apprenticeships-in-sussex.com](http://www.apprenticeships-in-sussex.com)

For information on Apprenticeships. Remember if you are choosing the Apprenticeship route, please apply to colleges as a backup if you are unable to secure employment with apprenticeship.

**Best Course 4 Me** – [www.bestcourse4me.com](http://www.bestcourse4me.com)

This site provides information on where A level/BTEC subjects can lead

[www.beach.brightonandhovejobs.com](http://www.beach.brightonandhovejobs.com) or [www.takeoff.gatwickdiamondjobs.com](http://www.takeoff.gatwickdiamondjobs.com)

For local job market information

## **DIARY OF EVENTS DURING YEAR 11**

### **Autumn Term 2016**

#### **September**

- Year 11 Post 16 Evening for parents/carers and students – Thursday 22nd September
- Interviews with the Careers Adviser will take place between September and January

#### **November**

- Year 11 Consultation Evening – 10<sup>th</sup> November 2016 5pm to 8pm
- College applications to be completed and given to Mrs Dorgan for checking by 18th November.

#### **December**

- GCSE 'Mock Examinations begin 22nd November and will take approximately two weeks.

**AUTUMN TERM ENDS 16th DECEMBER 2016**

**SPRING TERM BEGINS 2<sup>nd</sup> JANUARY 2017**

### **Spring Term 2017**

#### **January**

- Mock results released 5<sup>th</sup> January 2017

#### **February**

- Final Exam Entry Statements to parents
- GCSE examination entries made

## March

- GCSE Oral and Practical examinations begin
- GCSE written exams timetable issued
- Careers adviser interviews completed

## April

- All school assessed GCSE coursework/controlled assessments will have to be completed

**Students are themselves responsible for ensuring that their coursework and controlled assessments are submitted on time as failure to do so could mean that a grade in that subject could be in jeopardy.**

**SPRING TERM ENDS 7<sup>th</sup> APRIL 2017**

**SUMMER TERM BEGINS 25<sup>th</sup> APRIL 2017**

## Summer Term 2017

### May/June

- GCSE written examinations **PROVISIONALLY** begin week commencing 2<sup>nd</sup> May 2017

### June

- GCSE written exams **PROVISIONALLY** end week commencing 22<sup>nd</sup> May 2017

### NOTE:

No examinations are held during Bank Holiday week - Monday 29<sup>th</sup> May to Friday 2<sup>nd</sup> June inclusive – HALF TERM WEEK

## EXAMINATION RESULTS

Arrangements are being made for candidates to collect their examination results from school on the day that they arrive: Thursday 24<sup>th</sup> August 2017. Details about the arrangements will be given to all Year 11 students before they leave College.

## USEFUL COLLEGE DATES

<b>BHASVIC</b>	Open Evenings 16 <sup>th</sup> and 17 <sup>th</sup> November (6.30pm - 9pm)
<b>Burgess Hill Girls</b>	Open Morning Saturday 1 <sup>st</sup> October (9.30am - 1.30pm) 6 <sup>th</sup> Form Evening Monday 10 <sup>th</sup> October (6pm)
<b>Central Sussex College Crawley Campus</b>	Open Evening 2 <sup>nd</sup> November (5pm – 8pm)
<b>City College Brighton &amp; Hove</b>	Open Morning Saturday 1 <sup>st</sup> October (11am – 3pm) Open Evening 18 <sup>th</sup> October (5pm – 7pm) and 9 <sup>th</sup> November (5pm – 7pm)
<b>Hurstpierpoint College</b>	Open Morning – Saturday 8 <sup>th</sup> October
<b>Northbrook College University Centre 14-19 Centre Shoreham Airport Campus</b>	Open Evening 3 <sup>rd</sup> November (6pm – 8pm) Open Evening 2 <sup>nd</sup> November (6pm – 8pm) Open Evening 1 <sup>st</sup> November (6pm – 8pm) <b>OPEN MORNING – ALL CAMPUSES : SATURDAY 12<sup>TH</sup> NOVEMBER (10am – 12.30pm)</b>
<b>Plumpton College</b>	Information Saturday 8 <sup>th</sup> October (9am – 12.30pm) and Saturday 5 <sup>th</sup> November (9am to 12.30pm) Free Taster courses available – see website for details
<b>St Pauls Catholic College</b>	Open Evening 17 <sup>th</sup> November (6pm – 8pm) <b>Enrolment online only @</b> <b><a href="http://www.stpaulssixthform.co.uk/Apply.aspx">www.stpaulssixthform.co.uk/Apply.aspx</a></b>
<b>Sussex Downs College Eastbourne Campus Lewes Campus</b>	Open Evening 14 <sup>th</sup> October (4.30pm – 8pm) Open Morning Saturday 15 <sup>th</sup> October (10am-1pm) Open Evening 7 <sup>th</sup> October (4.30pm – 8pm) Open Morning Saturday 8 <sup>th</sup> October (10am-1pm)
<b>Varndean College</b>	Open Day Saturday 24 <sup>th</sup> September (11am – 2pm) Open Evenings 7 <sup>th</sup> and 8 <sup>th</sup> November (6.30pm – 9pm) <i>International Baccalaureate Information Evening – 20<sup>th</sup> October 6pm</i>

**PLEASE CHECK COLLEGE WEBSITES PRIOR TO THE OPEN EVENINGS TO CONFIRM TIMINGS**

## **USEFUL ADDRESSES and TELEPHONE NUMBERS**

West Sussex Education Department (Grants & Awards), County Hall, Chichester, PO1-1RF. Telephone 01243 777990

Northbrook College, Goring-by-Sea, Worthing, BN12 6NU. Telephone 01903 606060  
[www.northbrook.ac.uk](http://www.northbrook.ac.uk)

St. Paul's Catholic College, Jane Murray Way, Burgess Hill, RH15 8GA.  
Telephone 01444 873898 [www.stpaulscatholiccollege.co.uk](http://www.stpaulscatholiccollege.co.uk)

Varndean College, Surrenden Road, Brighton, BN1 6QW. Telephone 01273 508011  
[www.varndean.ac.uk](http://www.varndean.ac.uk)

City College, Brighton & Hove, Pelham Street, Brighton, BN1 4FA.  
Telephone 01273 667788 [www.ccb.ac.uk](http://www.ccb.ac.uk)

Brighton, Hove & Sussex Sixth Form College, 205 Dyke Road, Hove, BN3 6EG.  
Telephone 01273 552200 [www.bhasvic.ac.uk](http://www.bhasvic.ac.uk)

Sussex Downs College - Lewes Sixth Form Centre, Mountfield Road, Lewes, BN7 2XH. Telephone 01273 483188 [www.sussexdowns.ac.uk](http://www.sussexdowns.ac.uk)

Plumpton College, Ditchling Road, Plumpton, Nr Lewes, East Sussex, BN7 3AE.  
Telephone 01273 890454 [www.plumpton.ac.uk](http://www.plumpton.ac.uk)

Burgess Hill Girls, Keymer Road, Burgess Hill, West Sussex, RH15 0EG  
[www.burgesshill-school.com](http://www.burgesshill-school.com)

Hurstpierpoint College, College Lane, Hurstpierpoint, Hassocks, BN6 9JJ Telephone 01273 836937  
[www.hppc.co.uk](http://www.hppc.co.uk)