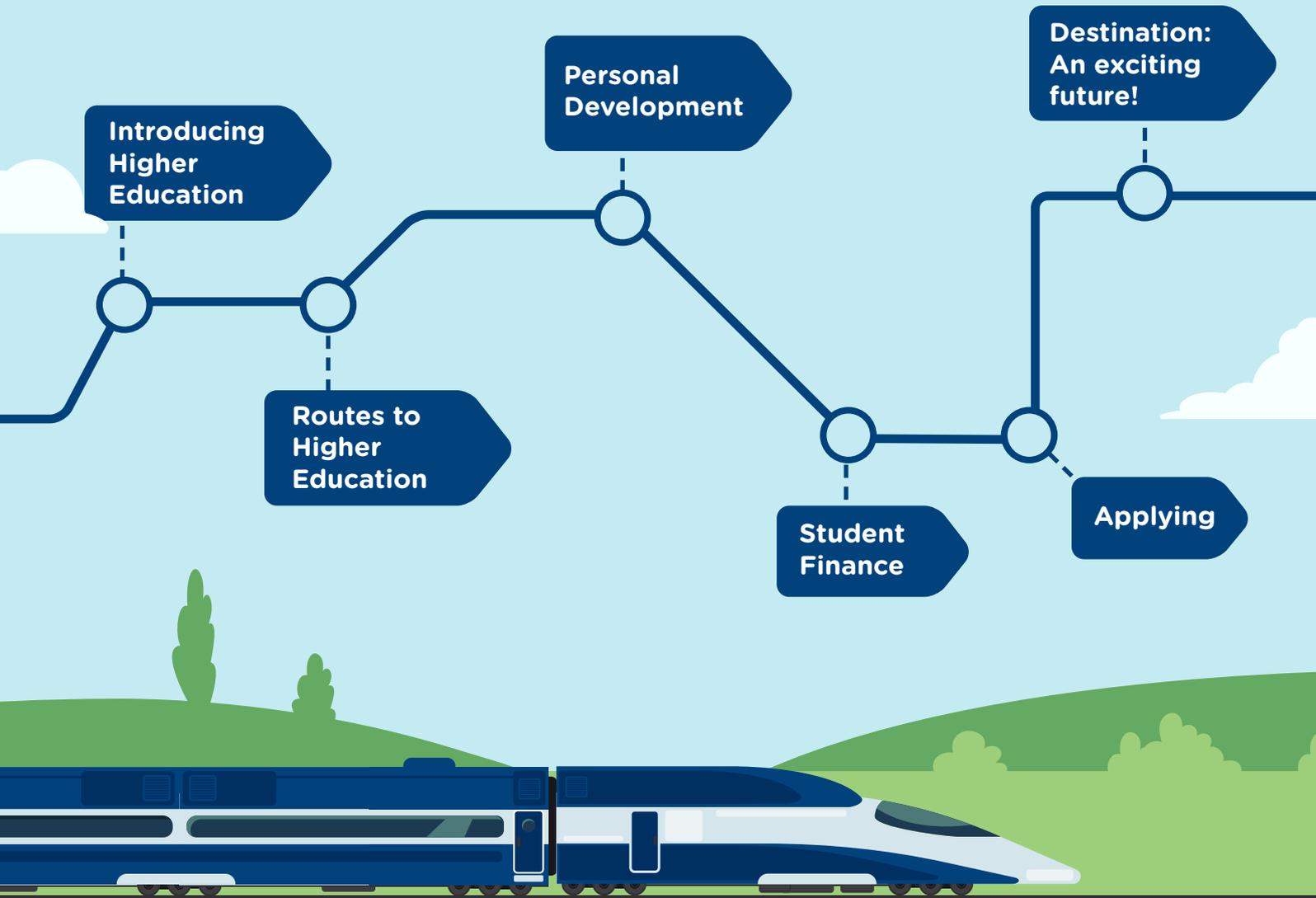


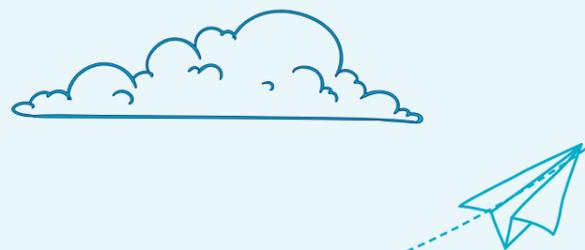
Packed full of fun
activities to help
guide you to your
destination!



Future Focus:

Getting you on track
for your future

ABOUT DANCOP



DANCOP stands for the Derbyshire and Nottinghamshire Collaborative Outreach Programme. We are a team of friendly people who are passionate about supporting people like you to find the right pathway towards an exciting future!

WHAT DO WE DO?

We spend most of our time working with local schools and colleges to run exciting workshops and events to inspire and inform young people about their options.

We strongly believe that higher education should be an option that is available to all, so we work to break down any barriers you might face.

WHERE CAN YOU FIND OUT MORE?

You can visit our website to find out more about us, meet the team and access many more fun and useful resources:

www.teamdancop.co.uk

You can also follow us on Twitter to find out more about what we're getting up to! [@TeamDANCOP](https://twitter.com/TeamDANCOP)



About Future Focus

WHO IS THIS BOOKLET FOR?

Future Focus is here to help any young people who are in education and ready to start thinking about their next steps. This booklet might be most helpful for you if you are in years 9 to 11, but there is useful information here for people of all ages, so it is worth taking a look!

WHAT IS THIS BOOKLET ABOUT?

Future Focus is all about **you** and **your future!** The booklet is split into five sections, which will all help to build your knowledge about your future options, skills and employability, and how to apply. Whether you have a career in mind, or still have no idea, this booklet will help you work out where you want to be and how to get there.

HOW SHOULD THIS BOOKLET BE USED?

Future Focus can be worked on independently, but you might want to share or work on some of the activities in this booklet with people that you live with. You can work through this booklet at your own pace in any order you like.

Once you've completed Future Focus, we recommend keeping hold of it as it will be really useful for you when it comes to making decisions about your future!

Introduction to higher education



Task

Write down one thing that **excites** you about going into higher education:

Write down one thing that **worries** you, or a **question** you have about higher education:

Can you find the answers to your questions on the other pages of Future Focus? If not, ask somebody reliable that you can trust, like a Careers Advisor.

WHAT IS HIGHER EDUCATION?

- Study and/or training after the age of 18
- Courses that are at level 4 and above
- Higher education courses can be studied at universities, some colleges, or as a higher or degree apprenticeship
- The qualification you get when you study in higher education is usually called a degree

WHAT ARE THE BENEFITS?

- + Having a higher education qualification gives you an advantage when looking for jobs in the future
- + It helps you build more transferable skills, like team work and self-motivation
- + It could open up more jobs for you in the future, as lots of careers require you to have a higher education qualification (a degree)
- + You could boost your confidence and become more independent
- + Most people with a higher education qualification (a degree) will earn more over their lifetime than those without
- + You could open up lots of exciting new opportunities, including meeting new people, gaining work experience and maybe even studying in another country!

JARGON Jumble

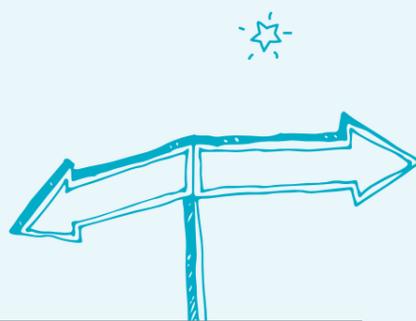
If you decide to go to university, you will probably start to hear lots of new words being used that you might have never heard of before! Try getting ahead of the game by working out what you think some of the new words mean.

Can you match up the **words** with their correct **definitions**? (answers: page 11)

CAMPUS	A type of lesson that is usually in a classroom and involves discussion	The money provided to you to support you with your studies and living costs
SEMINAR	A group or a club of people with shared interests. This could range from football to Harry Potter!	A type of lesson that usually takes place in a large room or hall, and involves a talk from a teacher/professor
HALLS OF RESIDENCE	The term used to describe a student who is studying for their first degree	Another word for term. You will usually get one in autumn, spring and summer
FRESHERS' WEEK	The collective name for the place where lots of the university buildings are	The first week at university where there are lots of activities, fairs and events to welcome new students to the university
UNDERGRADUATE	The place where students who move away from home might live whilst they're at university	
STUDENT FINANCE		
SOCIETY		
SEMESTER		
LECTURE		

Routes to higher education

It can be confusing to work out which qualifications you can take at each stage of your educational journey. Use the diagram below to understand the level each qualification sits at. Remember, you will need the level below to move up to the next level. For example, a qualification from the level 2 route, to progress on to a level 3 course.



PLACE OF STUDY	LEVEL	QUALIFICATIONS AVAILABLE		
School or college	Level 2	GCSEs Grade 4 to 9	BTEC First Award/Certificate/Diploma	Intermediate apprenticeship
Further education (post 16)	Level 3	A level	BTEC National Award/Certificate Diploma	Advanced apprenticeship
Higher education (post 18)	Level 4+	Bachelors degree (undergraduate degree)	Foundation degree	Higher or degree apprenticeship

Post 16 options

	DEFINITION	HOW WOULD I STUDY?	WHERE COULD I STUDY?	HOW WOULD I BE ASSESSED?
BTEC	Further education qualification combining practical learning with subject and theory content. You would usually choose one subject area to focus on	You will spend your time in college or sixth form in classes and workshops learning about your subject area. You will be expected to study independently, and may also have the opportunity to gain work experience	Further education college or some sixth forms	You might have a mixture of assessments including: performances, presentations, group work, written tests and essays
A LEVEL	Subject based qualification. You will usually choose up to 4 A level subjects to study	You will spend your time in classes for each of your subject areas. You will also be expected to complete some study independently	Sixth form or some further education colleges	You will usually be assessed by an exam at the end of your two years of study
APPRENTICESHIP	Combines working with studying to gain skills and knowledge in a specific job	Your study will be combined with employment, and you will spend most of your time in the workplace. Your learning will usually be practical and hands on, but will be combined with some study in the classroom	Most of your time would be spent working and learning 'on the job', but you will need to spend around 20% of your time studying. This could be at a college or training centre	You might be assessed on the job, and as part of your training. This could include observations of your work and written or practical assessments

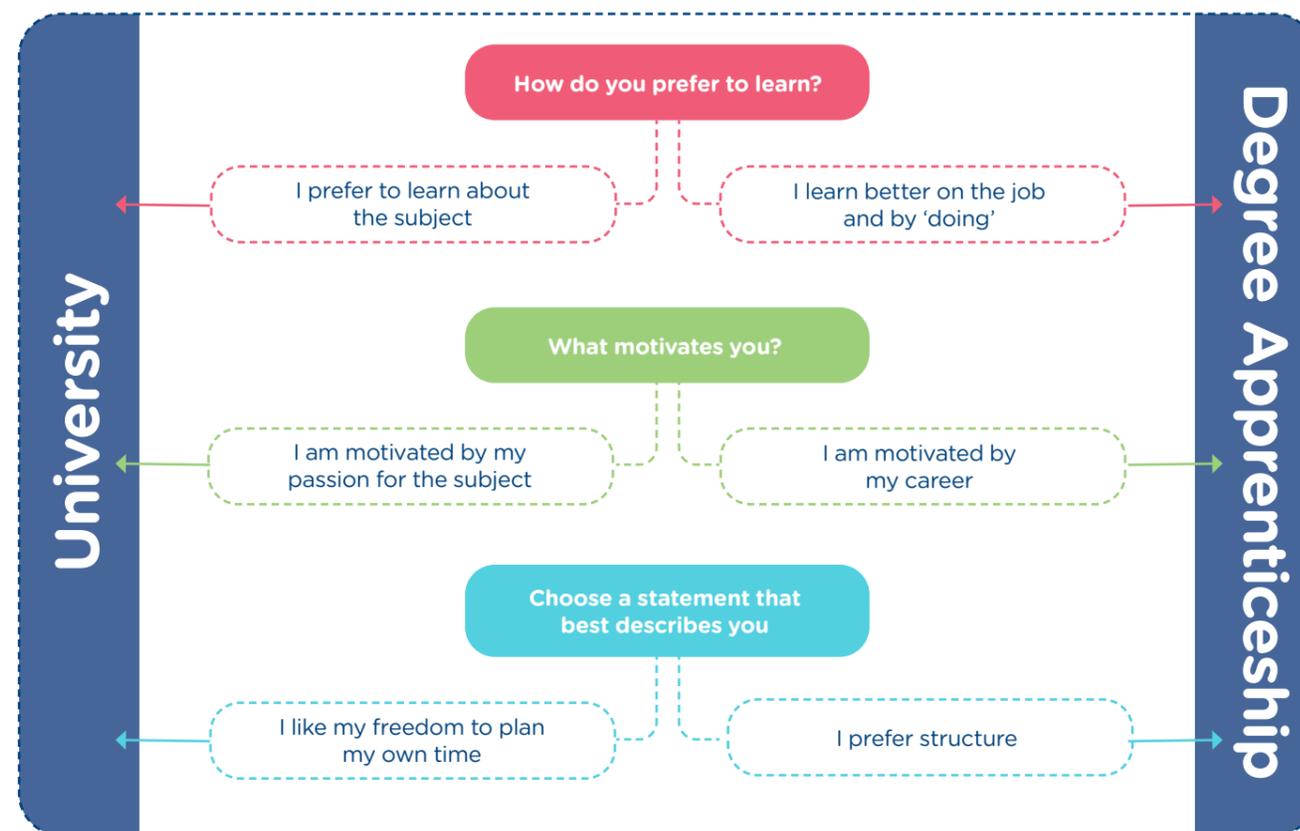
Post 18 options

FOUNDATION DEGREE	BACHELORS DEGREE	HIGHER OR DEGREE APPRENTICESHIP
A combined academic and vocational qualification, equivalent to 2/3 of a full bachelors degree. This route can also lead to a full degree. Foundation degrees can be studied at a university or some colleges.	Also known as an undergraduate degree. This is awarded to a student on successful completion of a course of study in higher education. These degrees usually take 3 years to complete, though some subjects take longer. Bachelors degrees are usually studied at a university, or as part of an apprenticeship.	A way to gain a higher education qualification by combining study with a full-time job. A degree apprenticeship is the equivalent of a bachelors degree gained at a university.



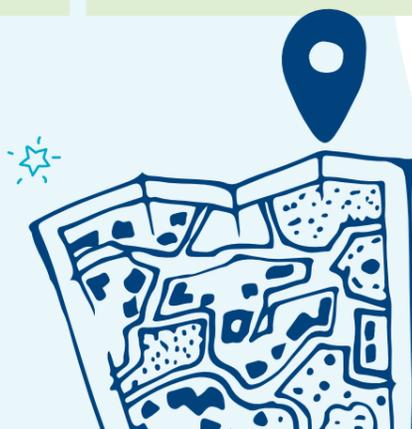
Task

Use the flowchart below to find out which route might suit you best



Take a moment to think about the roles of some key workers, like nurses and teachers. There are many routes you could take to get into these professions, though both will need a higher education qualification.

Task Research the possible routes into these professions. How many different routes can you find?



Personal Development

SKILLS AND EMPLOYABILITY

We all keep learning through our lives and gain new skills that help us in our jobs, education and life. There are lots of different skills that you need for the workplace. You will have already started to develop many of them while you're at school and in your spare time, maybe even without realising it!

Skills that you develop in one area (like school) and can use in another area (like work or in sports) are called **transferable skills**.



See how many transferable skills you can find in the word search!

G	P	V	C	I	T	E	E	R	S	N	L	A	I
E	I	G	N	I	K	S	A	T	I	T	L	U	M
O	I	E	R	E	L	I	A	B	L	E	G	S	I
E	E	A	P	A	T	T	N	T	E	E	L	T	B
T	E	A	M	W	O	R	K	G	R	U	L	N	R
R	T	Y	T	I	V	I	T	A	E	R	C	L	E
N	P	E	M	A	L	A	L	A	O	O	E	I	P
C	O	M	M	U	N	I	C	A	T	I	O	N	N
G	N	I	V	L	O	S	M	E	L	B	O	R	P
T	I	M	E	M	A	N	A	G	E	M	E	N	T
R	E	S	P	E	C	T	P	R	C	U	L	E	A
T	T	O	O	B	E	V	I	T	R	E	S	S	A
A	E	G	P	T	U	U	A	N	E	C	C	L	N
P	U	B	L	I	C	S	P	E	A	K	I	N	G

- Teamwork
- Communication
- Assertive
- Time management
- Respect
- Reliable
- Creativity
- Multi-tasking
- Public speaking
- Problem solving

Task

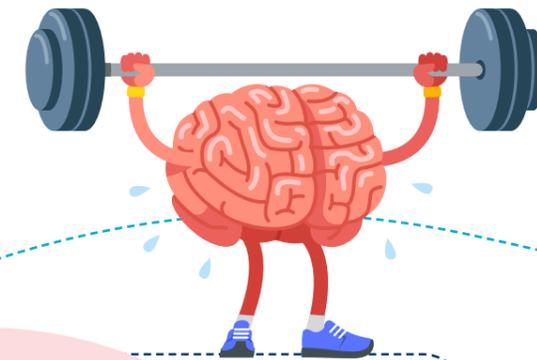
Which of these skills do you think you already have?

Which of these skills do you think you need to develop?

Write down one example of how you have used one of these skills in the past:

MENTAL HEALTH AND WELLBEING

Mental and physical health are important parts of our lives. Mental health is all about the way we feel about ourselves and those around us. It's also about the way situations make us feel and how we respond to them, and the choices we make to overcome obstacles and challenges. We all are likely to have a different approach to this and it's important to work out what is the best thing for you as an individual.

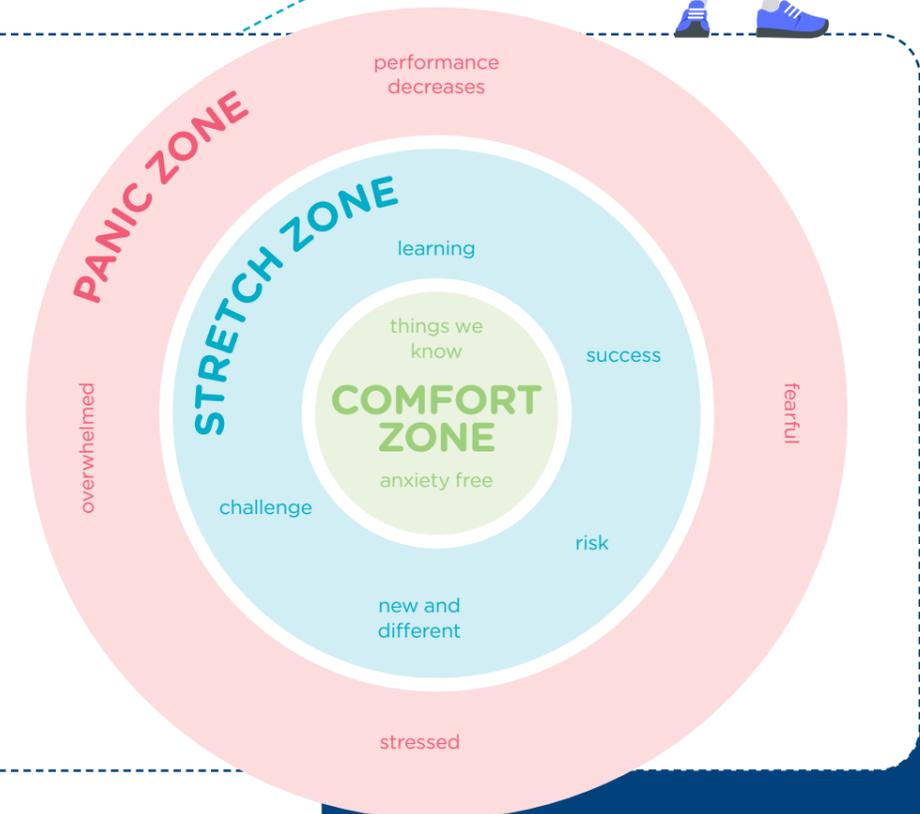


Task

We all have things that make us feel comfortable and safe, and things that make us feel worried and anxious. It is normal to feel anxious every now and again, but it's important to know how to manage things that make us feel this way.

Using the diagram, write down things that are in your comfort, stretch and panic zones at the moment.

Tip: try including skills, school subjects, and hobbies to get you started.



What can you do to push yourself from your comfort zone to your stretch zone? This will allow you to keep learning and trying new experiences.

How can you respond to things that are in your panic zone? Ask for support if you need it.

Remember to seek help and support if you need it. There are useful support links on the back cover.

TOP TIPS FOR GOOD MENTAL HEALTH

An important part of keeping fit and healthy is taking care of your own mental health and wellbeing.

- Get plenty of sleep
- Eat well
- Get plenty of sunlight
- Manage stress
- Keep fit and active by exercising
- Do something you enjoy
- Connect with others and be sociable
- Do things for others
- Be optimistic and hang on to your sense of humour
- Ask for help and support when you need it

Applying

Applying for university, apprenticeships or jobs is an important part of your future. To showcase your skills, qualifications and experience you will need to be prepared with an excellent CV to share with the employer, and consider how you might answer typical interview questions.

Task

Using the CV template, begin to make notes under each heading to start personalising your own CV. Look out for the tips in each section to learn more about what you would need to include.



Curriculum Vitae

Name: _____

Address: _____

Email: _____

Telephone/Mobile Number: _____

Personal statement

This section tells the employer about you as a person, and your key skills and qualities. Personal statements should be tailored to the role in question. To put it simply, every time you apply for a new job, you will need to write a new personal statement, which should be tweaked to match the job description.

Skills

Try giving examples that are applicable to the role in question. For example, IT skills (naming specific programs), or soft skills such as problem solving, public speaking and interpersonal skills.

Education

Education should be included from GCSE level. State the subjects and grades you have received or are predicted (if you haven't had your results yet). Remember to write in reverse-chronological order, with the most recent qualifications coming at the top.

Hobbies and interests

This section can be optional, however, if you lack any notable work experience, it can be a great way of getting your personality across. Feel like you don't really have a hobby? Don't panic. It's never too late to start a new one!

Employment history

If you do have some relevant work experience or volunteering, even if it was only for a brief period, this can be a great help. Talk about where you worked, the dates of work and your main duties.

References

Your references are trusted people who can provide a statement to the employer to evidence that you will be a great employee. Close family friends, teachers, or careers advisers are all good options to add as references, though you usually only need to provide the details of one or two. Think about who you would ask to provide a reference.

Role play activity

Practice an interview scenario with people you live with, or maybe a friend over the phone! Here are some questions to get you started:

- Tell me about yourself
- What are your main strengths and weaknesses?
- Why should you get this job?
- Where do you see yourself in five years' time?



Student Finance

As a student studying at university in the UK you can usually apply for a **tuition fee loan** and **maintenance loan** to pay for course fees and living costs. The amount you can claim depends on where you live in the UK, where you want to study and personal circumstances (e.g. household income).

Remember!

There is financial support available to help all students access higher education, no matter how much or little money you have.

Any money you have to pay back when you finish university is calculated to be affordable.

You can find more information on the links on the back cover.

What's Next?

Now you have worked your way through each section of Future Focus, you've hopefully got a better idea of what different options are available to you, what they all mean, and how to get there. **Think about the following questions to start planning your next steps.**

Write down some living costs that might be associated with going to university (we've given you a few ideas to get going):

BUDGETING is creating a plan to spend your money. It allows you to determine in advance whether you have enough money to do the things you need to do or would like to do. It is important to budget successfully whilst at university so you can manage your money. One way to do this is by getting the best value food shop. Give it a go on the recipe planner below.



Task: using the list of ingredients below for a spaghetti Bolognese, see if you can save money and source the items from other shops at lower prices (hint - look at non-branded items). Tip: you may be able to look online at supermarkets to find out how much things cost, or ask the adults you live with how much the items cost where they shop.

Spaghetti Bolognese
(recipe adapted from bbc.co.uk)

	500g of beef or soya mince	500g Plant Pioneers soya mince (or beef)	1 onion	2 garlic cloves	1 carrot	2 x 400g Napolina tinned tomatoes	400g Napolina spaghetti	Total
Sainsbury's	 £1.80	 £1.75	 9p	 25p	 5p	 £2.00	 £1.30	Total with beef: £5.49 Total with soya: £5.44
Shop 2								
Shop 3								

Is higher education an option?
If so, what would you study?

Which route after GCSEs?

What career or job would interest you?

What do you need to do now to achieve your ambitions?

Answers

Seminar
A type of lesson that is usually in a classroom and involves discussion.

Campus
The collective name for the place where lots of the university buildings are.

Halls of residence
The place where students who move away from home might live whilst they're at university.

Semester
Another word for term. You will usually get one in autumn, spring and summer.

Undergraduate
The term used to describe a student who is studying for their first degree.

Student finance
The money provided to you to support you with your studies and living costs.

Society
A group of a club of people with shared interests. This could range from football to Harry Potter!

Lecture
A type of lesson that usually takes place in a large room or hall, and involves a talk from a teacher/professor.

Freshers week
The first week at university where there are lots of activities, fairs and events to welcome new students to the university.



Where to find out more

FINANCE

www.ucas.com
www.gov.uk/student-finance
www.moneysavingexpert.com/students
www.moneyadvice.service.org.uk/en/articles/student-finance
www.university.which.co.uk

APPLY

www.ucas.com
www.barclayslifefirst.com/young-people
www.reed.co.uk/career-advice
College/university websites

INTRO TO HE

www.ucas.com
www.university.which.co.uk
www.prospects.ac.uk
www.thestudentroom.co.uk
www.gov.uk/apply-apprenticeship

ROUTES

www.ucas.com
www.gov.uk/apply-apprenticeship
www.prospects.ac.uk
College/university websites

PERSONAL DEVELOPMENT

www.youngminds.org.uk
www.studentminds.org.uk
www.mind.org.uk
www.nhs.uk/conditions/stress-anxiety-depression
www.studentsagainstdepression.org
www.actionforhappiness.org



WE'D LOVE TO KNOW WHAT YOU THINK!

Have you worked your way through the Future Focus booklet? We hope that it has helped you to get thinking about your future, and we would love to know more about what you think!

Collecting your feedback on our activities helps us to make sure that they are as great as they can be, and allows us to make any improvements in the future.

We would also like to collect details about the people who have taken part in our activities (including the Future Focus booklet) as this helps us to tell our funders about the work we are doing, and allows us to continue doing more great work in the future! We do not share any personal details with anybody else.

We'd really appreciate you filling out your details and giving us your feedback on our form. You can find this by typing the link below into your internet browser.

bit.ly/DANCOPFutureFocus

Thanks for sharing your feedback!
We really value it.

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DANCOP
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COLLABORATIVE OUTREACH
PROGRAMME

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