

Careers & Employability

Glossary of Terms

Apprenticeship

Apprenticeships are a real job with training attached. They consist of three core elements:

- a paid job – provided by an employer.
- off the job training - this must make up a minimum of 20% of the apprenticeship and be provided by a registered training provider
- English and maths - this applies only to those who don't hold recognised qualifications in these subjects at an agreed level.

In England, apprenticeships can only be delivered through a tripartite agreement between an employer, apprenticeship training provider (who in some instances may also be the employer) and an End Point Assessment Organisation. They offer a genuine alternative to academic study and help individuals gain the skills, knowledge and behaviours they need to become competent in an occupation.

Careers Education

This describes the planned provision by schools, colleges and their partners to enable young people to learn about careers, learning and work so that they can manage their own development and make life choices and decisions that will benefit their own wellbeing and contribute to the wellbeing of others.

Careers Hubs

Careers Hubs are a group of between 20 and 40 secondary schools and colleges located in the same geographic area, working together, and with partners in the business, public, education and voluntary sectors to deliver the Gatsby Benchmarks. In the North West, there are currently Careers Hubs in Greater Manchester and Lancashire (Burnley, Pendle and Blackpool).

Careers and Enterprise Company

The Careers & Enterprise Company helps to connect schools and colleges with employers and providers. Their role includes building networks, supporting careers leaders and backing the Gatsby Benchmarks.

CEIAG

Acronym for Careers Education Information Advice and Guidance. An effective careers education programme will ensure that young people gain the necessary skills and

information to make impartial and effective decisions regarding careers and professional development.

Creative & Cultural Skills (CCS)

CCS work across the UK to create a fair and skilled cultural sector by shaping skills, education and employment best practice. Through a programme of training, tools & resources, events, one to one support, sector updates and research, they provoke action and enable learning opportunities that drive change and help to build an inclusive skilled sector.

Enterprise Advisor (EA)

Drawn from business, volunteers work directly with the leadership of individual schools to develop an effective employer engagement programme, to inform a careers and enterprise whole school strategy.

Enterprise Coordinator (EC)

Recruited or funded by the LEP to engage a network of local business volunteers to work with leadership and management teams within schools.

Gatsby Benchmarks

A set of eight benchmarks, researched and developed by The Gatsby foundation, that schools can use as a framework to measure and improve their careers provision.

Gold Arts Award

Gold Arts Award is a level 3 qualification on the RQF framework. It carries 16 UCAS points and is designed for ages 16 and above. Young people complete two units to create a portfolio outlining their experience of their personal arts development and leadership of an arts project.

IAG

Acronym for Information, Advice and Guidance. This allows students to make suitable educational and employment decisions and to minimise the potential costs associated with uninformed and unsuccessful choices.

Internship

A paid, entry-level position for someone of working age, who is seeking to develop their CV or change career. An internship lasts for no more than six months, and the individual has a defined role and is paid at least NMW for their age.

LMI

Acronym for Labour Market Information. Data, statistics and research about the workplace including unemployment rates, salary and demand and supply of labour. Reliable sources of LMI are the Annual Survey of Hours and Earnings, Labour Force Survey, Employer Skills Survey and Working Futures.

National Careers Service

A publicly funded careers service for adults and young people aged 13 or over. Services include providing information, advice and guidance on learning, training, career choice, career development, job search and the labour market.

T Levels (Technical Levels)

T Levels will become one of the main options for students after GCSE alongside apprenticeships and A Levels from September 2020. T Levels offer students a mixture of classroom learning and 'on-the-job' experience during an industry placement of at least 315 hours (approximately 45 days).

Traineeship

A traineeship is a course with work experience that prepares young people for work or an apprenticeship. It can last up to 6 months.

Trailblaze

Trailblaze is the Curious Minds model of paid work experience within the creative and cultural sector. Young people facing challenging circumstances undertake a paid role one day a week for 12 or 24 weeks within a creative organisation fulfilling an authentic business need.

Industry placement

Industry placements are part of accredited training programmes and should help a candidate fulfil the requirements of the course they are undertaking. For this reason, those undertaking an industry placement do not need to be paid under National Minimum Wage regulations, but are expected to turn up just as they would for taught sessions with their training provider.

The course itself will determine the overall length of an industry placement and the expected number of hours to be worked. Industry placements should last for no more than 12 months in total.

Volunteering

Volunteering is any activity that involves spending time, unpaid, doing something that aims to benefit an individual or group other than, or in addition to, close relatives. Volunteering must be a choice freely made by the volunteer. This can include formal activity undertaken through public, private and voluntary organisations as well as informal community participation.

Work experience

Work experience is generally aimed at young people aged 14 upwards. A work experience placement typically lasts for between one day and two weeks in total and should provide the candidate with an opportunity to gain some insight into an industry or company. This means a candidate undertaking work experience with you may be exposed to more than one department, role or function during their placement. Candidates undertaking work experience should be encouraged to take on basic duties and/or shadow existing staff, but should not be given direct responsibility for tasks that are business critical.
