



Information for young people on industries across the local area





WORTH £25 BILLION
The largest economy in the East Midlands



19,000 SKILLED GRADUATES
Entering the workforce each year



Home of
PREMIERSHIP SPORT

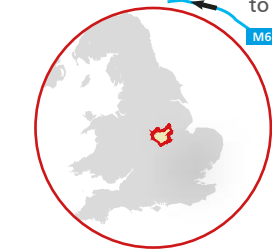


M1 North
to Sheffield,
Leeds & The North

**A great place
to start and
develop your
career!**

M42 West
to Birmingham

M6 North
to Birmingham,
Manchester
& The North



M69 West
to Birmingham

M6 East
to Felixstowe

M1 South
to London



FOOD & DRINK COMPANIES
Many local and national
products made here



LONDON ST PANCRAS
in just over an hour



CENTRAL LOCATION
with unrivalled transport links,
perfect for distribution and logistics



SEVERAL RETAIL HEAD OFFICES
are based here

next Dunelm Shoe Zone Joules



PROFESSIONAL & FINANCIAL SERVICES
Companies choose Leicester



**STRONG ADVANCED MANUFACTURING
& ENGINEERING SECTOR**



The **colours** show key locations
where jobs and opportunities are
expected due to investment and
regeneration projects.

- Leicester urban area (Waterside project, city regeneration areas)
- East Midlands Enterprise Gateway in the East Midlands Airport area
- Coalville Growth Corridor
- Loughborough (Loughborough University Science & Enterprise Park)
- South West Leicestershire (MIRA Technology Park Enterprise Zone)
- Enterprise Zones

Introduction

Welcome to 'World of Work Leicestershire', a guide to some of the key industries across this area, to help you to plan your future.

This brochure provides an outline of the local labour market, plus information on qualifications and pathways, and advice on looking and applying for jobs or apprenticeships.

If you are starting to career plan, it is helpful to be more aware of the broad range of different roles across sectors of work, and any work trends. The Covid-19 lockdown has affected both the local and global world of work and we still do not know the long term impact; in this guide we have focused on a broad range of sectors, some of which are growing, to help you to be more aware of potential local opportunities.

Leicester and Leicestershire have some large businesses with a base here, such as IBM, Amazon, Hastings Direct, Next, 3M, Caterpillar, Triumph, Dunelm, Santander and Samworth Brothers. Along with well-known names, there are thousands of micro, small, and medium sized employers, who may have career opportunities.

With just over 490,000 jobs in the area and 42,345 registered businesses, read on and explore the local world of work.

Contents

The world of work	4
The changing work of work	5
Ways of working	6
Looking at Leicester and Leicestershire employers	7
Looking at local work sectors	8
- Health	9
- Social care	10
- Creative and digital	11
- Engineering and advanced manufacturing	12
- Food and drink	13
- Business, finance and professional services	14
- Education	15
- Space	16
- Construction	17
- Logistics and distribution	18
- Low carbon	19
Some other local sectors	
Retail, sport, tourism and hospitality, public sector	20-21
Be an entrepreneur!	22
Enterprise Zones	23
Qualifications and pathways	24-26
Looking for work and apprenticeships	27
Looking for work if you're disabled	28
Show your skills	29
Gaining work experience	30
When can I get a part-time job?	31
CVs and covering letters	32-33
Job and apprenticeship applications	34-35
Useful websites	36

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The world of work

The world of work is continually changing and you may wonder what future employment opportunities will look like. Looking at future trends, the area around you, and the different ways in which we work can help you to plan your future career.

What is the 'labour market'?

Labour market information can tell you:

- ↑ What jobs and skills employers are looking for
- ↑ Which industries are recruiting and where they are located
- ↑ The number of people in certain types of jobs
- ↑ Growing or declining job areas and general employment trends



When thinking about your career ideas it is useful to consider what is happening in the labour market; assess trends around you, and always have 'back up' ideas. See the grid opposite for some of the key factors that may affect the labour market.

Work facts for the 21st century

Lots of new jobs are going to be created over the next 15 years. How much do you know about the jobs listed below? They are all out there right now!

NANO-MEDICINE TECHNICIAN

E-COMMERCE MERCHANDISER

SOCIAL MEDIA STRATEGIST

AVATAR TUTOR BROKER

ARTIFICIAL INTELLIGENCE ENGINEER

GREEN FUNERAL DIRECTOR

The majority of jobs available now and in the future require at least level 3 qualifications because many roles are increasingly using advanced technology.

What is STEM?

STEM stands for science, technology, engineering and maths. Employers value the skills you develop in STEM subjects and careers. Why? Because there are going to be more skilled jobs available in these areas in the future and young people like you will be needed to do those jobs. Being creative is also important, to be innovative in solving work place challenges.

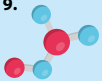






What kind of STEM jobs exactly?

Some really exciting ones! Just think, you could be responsible for:

- ↑ Inventing a new low carbon transport
- ↑ Creating the biggest videogame of all time
- ↑ Curing an illness or disease
- ↑ Building the tallest tower in the world



The changing world of work

What is changing?	How can it affect jobs?	Think about it!	Which job areas will be important?
A serious national or global pandemic, like Covid-19. 	Greater demand for key workers, manufacture of food and protective equipment and scientific research to fight the virus.	Key services are essential to keep the country functioning and to help the sick and elderly. Government services need to action how to deal with the pandemic. A treatment needs to be found. 	Health and social care Food retail and manufacturing Public services Utilities Transport services Science and innovation Digital skills 
New technology is being developed all the time. 	New technology is the main reason for old jobs disappearing.	Self-service machines. Robots on production lines. Greater demand for people with IT, electrical and engineering skills to fix them and develop new ones.	Electronics Robotics and AI engineering Creative and media ICT and big data Aerospace Cyber security
People are living longer.	People will need more health care and social care support.	More care, health and social workers needed to look after them. Demand for more drugs research. More products and technology that assist the elderly.	Health care Social care Bioscience Pharmacology Leisure 
The skills of people around the world are improving.	There is more competition from the rest of the world. 	China and India both have more than twice as many graduates as the UK. Apprenticeship programmes in countries like Germany are highly regarded and well established.	Education Science Engineering Creative and media (including gaming) Manufacturing ICT Finance
We must take more care of the environment. 	More research into saving energy and developing greener technologies.	If we all start driving electric cars we'll need skilled mechanics to maintain them. Making processes and products more efficient and sustainable. Reducing pollution.	Engineering (including motor vehicle) Chemical processing Recycling Agriculture Energy and utilities Innovation
People are thinking carefully how they spend their money, especially on their wellbeing.	Demand for services such as catering, fitness, health spas and gaming.	Some farms are turning to tourism on top of farming. More overseas visitors. More hotels offering spa facilities.	Health and beauty Sport and leisure Hospitality and tourism Creative and media Sales and marketing

Covid-19 and the world of work

The Covid-19 pandemic has affected the economy, but we do not know yet what the long-term impact will be. We do know that some areas of work are expanding (like IT, health, social care, and life sciences) but other areas have been hit by job losses, including some parts of retail, some parts of manufacturing, and some hospitality work. Higher levels of unemployment across the country will mean that there is more competition for jobs, but there are also some new Government schemes (Plan for Jobs 2020) that encourage employers to recruit young people. More info: www.gov.uk/government/publications/a-plan-for-jobs-documents/a-plan-for-jobs-2020

Ways of working

There are several different ways of working, which can vary based on the organisation and the job; the standard 9am to 5pm working pattern that was typical in the past has very much changed. The Covid-19 pandemic has greatly altered the way people work, with many businesses increasing their online services and lots of people having to work from home. Work places are becoming more flexible and the pace of work place change is speeding up!



TOP TIP!

Being an entrepreneur and starting your own business is also an option!

See page 22 for more on this.

Different work patterns today include:

Temporary or fixed-term contracts – employers recruit more people at busier times, such as in logistics or agriculture.

Flexi-time working – employees do not work to set hours every day, such as 8.30am to 4.30pm.

Shift work – people who work in factories, hospitals or warehouses often work shifts as they're needed through the night or early in the morning.

Zero or low hours contracts – sometimes employers need flexibility; a zero hours contract means that you might not know how many hours you will work from week to week.

The 'gig economy' – there is a growing area of work linked to app-based platforms that hand out work in bits and pieces — such as food delivery, courier or cleaning homes. Not all 'gig economy' roles are based around apps; some workers can also work for more traditional companies, who have changed how their staffing system operates.

Teleworking or working from home – new technologies mean that you can work from practically anywhere these days. Working from home increased rapidly during the Covid-19 pandemic.

Freelance and consultancy work – specialists are brought in to a business only when they're needed. There are a number of freelance online platforms like Worksome and Upwork.

Part-time work – some people choose to only work part of a week, for example, if they're also studying, but some jobs aren't available as full-time posts.

Looking at Leicester and Leicestershire employers

99.6% 
OF BUSINESSES
LOCALLY ARE
MICRO (0-9 STAFF)
SMALL (10-49 STAFF)
OR MEDIUM
ENTERPRISES (50-249 STAFF)

New and upcoming businesses tend to be micro, small or medium, so it is worth having a good look around you, or searching for local companies via Google or Yell.

Find a big opportunity in a small company!

Many young people like to approach well known, large companies for career opportunities, but there can be strengths in working for a smaller sized company. Over 99% of local businesses are micro (0-9 staff), small (10-49 staff) or medium enterprises (who employ 50 to 249 staff).

Why work for a smaller business?

- ↑ Your input will be valued; as part of a smaller team your contribution is more noticed
- ↑ Quick progression; for those who show potential
- ↑ Contact with senior managers; you can build a good relationship and raise awareness of your work ethic
- ↑ Lots of variety; you will learn about the day to day aspects of how a business is run

Some recent local research with employers summarised that:

- ↑ Employers really value young people with good communication skills, knowledge about their business, a strong work ethic and realistic expectations.
- ↑ Useful skills across many industries include: commercial awareness, digital, an entrepreneurial spirit, and an understanding of e-commerce.
- ↑ It helps if you are 'open' to different sectors and areas of work; many organisations have a range of different roles and once employed, you can apply for internal opportunities to upskill or change department.
- ↑ There may be fewer new jobs and opportunities due to the impact of Covid, but we have an ageing workforce and people who retire will need to be replaced.
- ↑ Ideally employers want young people with five good GCSEs including English, maths and a science, and some work or voluntary experience. Digital skills are also really important.



Looking at local work sectors

*** An industry is a group of businesses or employers that produce similar goods or services.**

Over the next few pages you can see some of the main industries* across the Leicestershire area. Many of these sectors employ a lot of people locally. The pages will show that there are a wide range of different career possibilities across the area, and signpost to websites that can help you to find out more.

A guide to the sector pages

Each of the following industry pages summarises

↑ A quick look at the sector

All of the sectors shown either employ a large number of people, or may be growing, or may have vacancies due to people retiring.

↑ A range of job roles in that sector

↑ Average national pay rates*

↑ What is happening in that sector locally

↑ Some local employers

↑ Useful skills

↑ Websites where you can research more

*** Across the sector pages national average pay rates are shown; these indicate what you could earn once you are established in a role, but initially your pay will be lower! As experience, skills and progression evolves, pay will usually increase.**

Some pages show 'entry' roles, these may be typical roles through which young people could enter a sector after school or college. However there are lots of pathways into industries, be it apprenticeships, college courses, on the job training or university.

TOP TIP!

Unsure of what a job role is?
Explore short films of different roles across industries on www.icould.com

could

How much will I get paid?

Your pay will depend on your qualifications, skills, experience and whether you're doing an apprenticeship or other training programme. There are different levels of minimum wage:

£4.55 an hour for under 18 year olds. (Must be above school leaving age. Doesn't apply if you're doing an apprenticeship.)

£6.45 an hour for 18-20 year olds.

£8.20 an hour for 21-24 year olds.

£4.15 an hour for apprentices age 16-18 or in their first year (many employers pay more than this).

Based on the minimum wage, the starting salary for an 18 year old could begin at £12,409 a year for a job working 37 hours a week. The National Living Wage for all working people aged 25 and over is currently £8.72 an hour.

Pay scales correct as at 1 October 2020. Minimum wages increase each year (in April) and you can see the latest figures on www.gov.uk

See what apprenticeships are available on www.gov.uk/apply-apprenticeship

TOP TIP!

You can 'earn as you learn' if you do an apprenticeship!

A look at our key sectors

Health

Health care is about the treatment, control or prevention of disease, illness, injury or disability, and the care of a person with those needs either in hospitals, health centres or the community. If you're looking for an interesting career with lots of opportunities to progress, then health is for you. With over 350 job roles, you could work in the NHS, a charity or a partnership between the NHS and a local authority department, such as children's services. There is a wide range of roles in private healthcare too. There are roles based in nursing, specialist consultancy, pharmacy, therapeutic roles or scientific roles in laboratories. To enable health services to run, there are support roles too, in administration, finance, communication, security and maintenance.



Useful subjects for medicine, nursing or scientist roles:

Maths, science, biology, chemistry, physics, English, ICT, psychology, sociology



What is happening?

↑ Covid-19 highlighted the work of the NHS, with growth in opportunities, recognising employees as key workers.

↑ The NHS is the largest employer in the UK! People are living longer and the population is growing; 33,000 are employed in health locally.

↑ **Skills shortages** include midwives, A & E doctors, GPs, psychiatrists, nurses, sonographers, occupational therapists, orthoptists, bio scientists and radiographers.

↑ Online/virtual consultations increased greatly due to Covid-19. Other trends include:
- Robot-assisted surgery is growing
- Data analytics are used to predict and prevent diseases
- Wearable health technology helps people to understand their health, and telecare reminders for medication.

↑ Doctors at Glenfield Hospital were the first in the UK to install a tiny state of the art wireless pacemaker in a local patient. New technology in the sector is advancing every day!

↑ Nursing is a really employable degree, with 94% of graduates in work within 6 months; UK qualifications are internationally recognised. There is a demand for specialist trained nurses, such as paediatrics, chemotherapy and endoscopy.

↑ **Routes into health careers** are expanding, with growing numbers of apprenticeships available from level 2 to degree level.

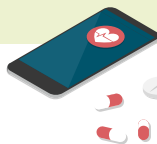
↑ **There are roles into health at all levels:**
Domestic and portering roles may require few or no qualifications. Administration, patient services, and HR roles may need GCSEs or higher. Scientific, technical and clinical roles need higher skills. There may also be opportunities in public health information. Explore local work experience and jobs on the 'your future' website below.

↑ Leicestershire is home to the Charnwood Campus – the UK's first Life Sciences Opportunity Zone – which will develop industry and research in Life Sciences, such as pharmaceutical products and new technology in medicine.

Local employers include:

↑ NHS hospitals (University Hospitals of Leicester NHS Trust)
↑ Health centres
↑ Private health care e.g. Nuffield Health or Spire Leicester
↑ Charities like LOROS

↑ Community health (Leicestershire Partnership NHS Trust)
↑ Local authorities and district councils



WHAT YOU COULD EARN*

Pharmacist	£24K-£44K
Phlebotomist	£18K-£23K
Hospital Porter	£17K-£21K
Paramedic	£24K-£37K
Dental Nurse	£17K-£28K
Nurse	£22K-£40K
Midwife	£24K-£38K
Doctor	£26K-£70K
Dietician	£22K-£37K



Skills and qualities
Communication and literacy, calmness under pressure, customer awareness, negotiation skills, ICT, team working



Explore career ideas at...

www.stepintothenhhs.nhs.uk www.jobsatleicestershospitals.nhs.uk www.your-future.co.uk
www.charnwoodcampus.com www.healthcareers.nhs.uk www.gov.uk/apply-apprenticeship

*A word on pay - a guide to pay is on page 8. Across sector pages national average pay rates are shown; these indicate what you could earn once you are established in a role, but initially your pay will be lower! As experience, skills and progression evolves, pay will usually increase.



Social Care

Social Care is all about providing personal and practical care and support to help people live their lives. It is very rewarding and 96% of workers in a recent survey said that their work 'makes a difference'. You could support people with physical or learning disabilities, autism, or care for older people. A role in social care could also include supporting people with acquired brain injuries and mental health conditions. This could be within their own home, in the community, in a residential home, supported living apartments or within retirement housing. Social care sector workers are key workers and have largely carried on working during the Covid-19 pandemic.

Useful subjects

Health and social care, psychology, sociology, science, English, maths, ICT

What is happening?

↑ **A career in social care** offers long term employment and career progression prospects, with 26,500* people employed locally.

↑ **Employers value applicants** with the right values, behaviours and attitudes to work well with people who need help and support; you do not always need prior experience or qualifications.

↑ The adult social care workforce must grow by 36% by 2035, based on an ageing population, and all areas of care provision are expanding.

↑ Health and social care services are working more closely together so there are lots of new roles and opportunities to progress.

↑ Digital technologies, such as apps and wearable technology, remote monitoring (alarms/sensors) and digital messaging are increasing across the sector to enhance care support.

↑ A lot of career pathways can be fully funded through apprenticeships, for example, in adult social care, becoming a nursing associate, nurse, social worker, or occupational therapist through apprenticeships.

↑ **Different jobs within the sector** include front line care staff to seniors, co-ordinators, team leaders, service managers, area managers, directors and even owning your own business! Other roles include social workers, nurses, occupational therapists, housing support officers, activity co-ordinators and support roles such as administration and office management, HR, recruitment, finance, IT, training, marketing, catering and many more!

↑ This is a growing sector for work; some roles may be challenging but they are also very fulfilling, with lots of scope to meet new people and develop a career.

Local employers include:

- ↑ Local care organisations and nursing homes
- ↑ Supported housing organisations and day centres
- ↑ Domiciliary care agencies
- ↑ Community services
- ↑ Individual employers who recruit their own staff
- ↑ City, county and district councils (local authorities)



WHAT YOU COULD EARN

Social Worker	£24K-£40K
Care Home Assistant	£14K-£24K
Residential Home Manager	£20K-£40K
Mental Health Nurse	£22K-£40K
Occupational Therapist	£22K-£41K
Housing Support Officer	£17K-£30K
Residential Support Worker	£17K-£27K

Skills and qualities

Treating people with dignity and respect, calm, motivated, responsible, good team worker, committed to improving lives, good communication skills, kind, trustworthy.



Explore career ideas at...

www.skillsforcare.org.uk/thinkcarecareers
www.inspiredtocare.co.uk www.everydayisdifferent.com
www.gov.uk/apply-apprenticeship www.lscdg.org

Creative and Digital

The creative sector is about creating original ideas and products and is often split into three distinct parts: arts, culture and creative media. Job areas include design, film and video, social media, advertising, music, crafts, photography, computer games and animation. Digital skills are in demand, as technology is revolutionising how we live and work, and all organisations use IT in some way. The digital sector includes software development, cyber security, computer programming, web development, telecommunication (wireless and wired) and internet provision. The sector employs around 18,000 people locally.



Useful subjects
English, maths, ICT, engineering, art, music, science, psychology, design, chemistry, media

What is happening?

Creative

↑ The Cultural Quarter in Leicester is home to many creative businesses at the LCB Depot (which provides workspace for creative businesses), Curve, Makers Yard and Phoenix Square. Some creative businesses adapted to online services during the Covid-19 lockdown, but it is more challenging for other areas like TV, film and theatre to continue to operate well with social distancing constraints.

↑ Creative centres in the county include the Ferrers at Staunton Harold, the Atkins Building in Hinckley, Charnwood Arts and Melton Space. Harborough and Charnwood both have very strong clusters of creative businesses.

↑ **Job competition in the creative sector is high.** You need to be tenacious with strong business and networking skills. Opportunities are often with very small businesses and work experience is useful. Employers value young people with combined sets of skills, such as artistic and scientific skills.

↑ Many people are self employed or work freelance, which means less job security. Some work is project based, so collaboration skills are useful.

↑ The Creative Leicestershire service runs WebinArt, a programme to increase business skills for local creatives.

Digital

↑ The trend to produce videos for business websites is growing and organisations are reviewing how to ramp up their online and digital marketing to increase sales.

↑ Many businesses across sectors invested in digital systems during the Covid-19 lockdown, using technology to offer an online presence, and to support staff to deliver services while working from home, when physical face-to-face interactions were not possible.

↑ Programmers and software development professionals make up 12% of the sector locally.

↑ Software company The Access Group has a new headquarters in Loughborough* (due for completion in 2020), creating up to 500 jobs.

↑ Digital is a changing industry - as new technologies and software are developed, it's important to keep your skills up to date.

↑ **Creative and Digital entry level roles include** marketing assistant, apprentice light technician, apprentice animator, IT assistant, helpdesk analyst apprentice, business and administration roles.

↑ **Creative and Digital skills shortages** include technician (especially software and digital media), foreign languages, production fundraising, 3D designers, production managers, programmers, broadcast engineers, VR specialists, data scientists, block chain engineers, digital marketers, illustrators, coders, data analysts, cyber security, cloud engineers, machine learning engineers and data management.

Other local employers include:

↑ Checkland Kindleysides
↑ Jadu
↑ Standout Design
↑ Champions (UK) Plc
↑ Anicca Digital
↑ Rock Kitchen Harris
↑ Trident
↑ Phoenix Arts Centre
↑ ESL UK
↑ Go Inspire
↑ CloudCall
↑ Adder Technology

↑ Opus Trust Communications
↑ Rare Ltd
↑ Affixius Films
↑ Soar Valley Press
↑ Seed Creativity
↑ Creative 62
↑ Colab Creation
↑ Local theatres
↑ Galleries
↑ Cinemas

All sectors use digital skills so research vacancies across the area.



WHAT YOU COULD EARN

TV, Video and Audio Engineers	£17K-£38K
Digital Marketing Officer	£17K-£34K
Web Designer	£18K-£40K
Print Assistant	£14K-£22K
User Experience (UX) Designer	£22K-£38K
Graphic Designer	£16K-£40K
Photographer	£14K-£30K
IT Support Technician	£17K-£30K



Skills and qualities

ICT, problem solving, attention to detail, team work, communication, planning, creativity, presentation skills, leadership, innovation, business and entrepreneurial

Explore career ideas at...

www.screenskills.com www.lcbdepot.co.uk
www.creativeleics.co.uk www.bubble-jobs.co.uk
<https://getintotheatre.org/>
www.technojobs.co.uk www.ccskills.org.uk



Engineering and Advanced Manufacturing

Engineering involves the use of scientific and practical knowledge to invent, design, and construct everything around us! Manufacturing is the production of goods from raw materials into finished goods, and is often very high tech. Technical knowledge is used to improve processes and give companies a competitive edge. Many different products are made in Leicester and Leicestershire, from precision tools, electricals, football scarves, packaging and bricks, and the area has a strong manufacturing heritage. Businesses include Caterpillar (construction machinery), Sofidel UK (tissue paper), Morningside Pharmaceuticals Ltd, SPS Technologies (aerospace components), and Hammonds Furniture. Manufacturing makes up 32% of the East Midlands top 500 businesses. There is an ageing workforce and young people are needed to become the engineers and manufacturers of tomorrow.



Useful subjects

Maths, physics, chemistry, English, biology, ICT, languages, design

What is happening?

- ↑ 58,000 people are employed in manufacturing, which includes . 24,000 in advanced (hi tech) manufacturing. Careers are broad and can involve research, testing, developing prototypes, engineering and maintenance.
- ↑ During the Covid-19 lockdown companies had to temporarily stop and then re-start, adapting to social distancing. It has been challenging for some areas of manufacturing, but other areas have been busier (essential goods, pharmaceuticals, PPE). Oadby Plastics saw increased demand for protective screens and face visors.
- ↑ **There are roles into manufacturing at all levels;** some production line or packaging roles need few or no qualifications. There are engineering and manufacturing apprenticeships at different levels and graduate schemes too. If you work hard and show initiative you can progress.
- ↑ **Roles in demand** include electrical, mechanical and aerospace engineers, production managers and engineers, 3D printing technician, process operators, design engineers and machine programmers.
- ↑ **Digital engineers** are needed to code for the technology needed in high tech facilities, plus website and marketing roles to enhance the online products and services offer to customers. There are also HR, customer service and sales positions.
- ↑ Crown are a huge local manufacturer of metal packaging, producing 2.3 billion cans per year.
- ↑ Loughborough University Science and Enterprise Park (LUSEP), is home to 75 high-tech companies, and MIRA Technology Park (Hinckley) is the largest automotive research and development park in Europe, with an on-site skills and training centre.
- ↑ Dunelm opened a state-of-the-art, purpose-built manufacturing centre in Birstall in 2019.
- ↑ 25% of the local manufacturing workforce is female.
- ↑ **Growth is expected in areas such as:** next generation transport; medical technologies and pharmaceuticals; future food processing; and energy and low carbon products.

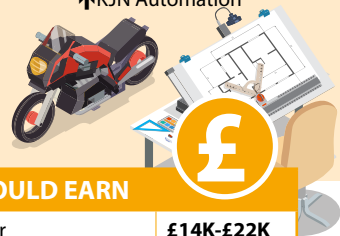
Explore career ideas at...

www.tomorrowsengineers.org.uk www.lusep.co.uk www.makeuk.org
www.miratechnologypark.com <https://miratechnologyinstitute.co.uk/>
www.futuremorph.org www.theiet.org www.thisisengineering.org.uk www.themanufacturer.com

Also see our **Enterprise Zone** page 23 to read about the **MIRA Technology Park (Hinckley)** and **LUSEP**.

Other local employers include:

- ↑ JJ Churchill
- ↑ Taylor Hobson
- ↑ Emerson
- ↑ Fisher Scientific
- ↑ Bostik
- ↑ Preci-Spark
- ↑ Druck
- ↑ Nylacast
- ↑ Honeywell
- ↑ Cobra
- ↑ Winbro Group
- ↑ JC Metalworks
- ↑ DPI (UK)
- ↑ Ametek
- ↑ Sigma Precision Components
- ↑ Babcock International
- ↑ Shield Group
- ↑ Blanson Ltd
- ↑ Cook Optics
- ↑ Triumph
- ↑ KJN Automation



WHAT YOU COULD EARN

Production Worker	£14K-£22K
Robotics Engineer	£24K-£50K
Mechanical Engineer	£22K-£45K
Electronics Engineer	£20K-£45K
Manufacturing Systems Lead	£22K-£45K
Technical Design Engineer	£27K-£45K
Sheet Metal Worker	£20K-£30K
CAD Technician	£16K-£36K



Skills and qualities

Problem solving, communication, creative thinking, leadership, attention to detail

Food and Drink

Food and drink production is the largest manufacturing sector in the UK, and was vital in keeping the nation fed during lockdown. From farm to fork, roles include product development, growing, processing, manufacturing, quality testing, package design, distribution and sales. In Leicestershire, food and drink businesses range from smaller handcrafted goods companies to large producers such as Mars, Walkers (PepsiCo) and Samworth Brothers. The diverse local population ensures a range of exciting food markets, flavours and products. 14, 000 people are employed in this sector locally.



Useful subjects
English, maths,
chemistry, biology,
business, catering,
ICT, nutrition

What is happening?

↑ There is innovation in creating new food and drink offers - over 8,000 new products are introduced in the UK each year!

↑ There is a growing market for healthier eating, vegetarian and vegan offers, so many producers are adapting their product range.

↑ **Jobs include** product manager, quality technician, food technologist, process operative, production planner, environmental technologist, chocolatier, pastry chef, brewer and food scientist.

↑ **There are also engineering roles** to support the production lines, and back office roles in sales, marketing and administration.

↑ Reducing food waste in production is vital, and the use of eco- friendly packaging is growing. More people want to utilise local farmers and source good local produce.

↑ Local area specialisms include bakery, dairy, snack foods, confectionery, chilled and frozen products.

↑ **Roles can be very creative;** companies are always looking for ways to be one step ahead of the competition!

↑ There is a growing artisan food market, focusing on hand-made and locally-sourced goods. The Melton Mowbray area is the rural capital of food and drink and is planning to create a Food and Drink Manufacturing Zone.

↑ The Leicester Food Park provides high quality food manufacturing space with purpose-built units on a 1.5 acre site, to support new and established food businesses.

↑ During lockdown, local companies Bond St Distillery and Union Distillers diversified to produce hand sanitiser!

↑ Lockdown also saw the demand for cakes, crisps and other treats increase. Belvoir Fruit Farms saw sales of their cordials increase by 15%.

↑ Stilton Cheese and Melton Mowbray pork pies are internationally known, and Walkers Crisps, the most popular UK crisp brand, has the world's largest crisp factory in Beaumont Leys.

↑ Belvoir Castle is having a new artisan food area for its Engine Yard shopping area.

↑ Leicestershire's Pukka Pies have been supplying pies to fish and chip shops for over 50 years!

Other local

employers include:

↑ Geary's Bakeries

↑ Refresco Drinks

↑ Delifrance

↑ Everards

↑ Tulip Foods

↑ Belvoir Fruit Farms

↑ Everest Dairies

↑ Just Egg

↑ Shelton's Coffee

↑ Cofresh

↑ Leicester Bakery

↑ Everest Ices Ltd

↑ KP Snacks

↑ Blackfriars Bakery

↑ Union Distillers

↑ Long Clawson Dairy

↑ Charnwood Brewery

↑ Pladis Global (Jacobs Bakery)



WHAT YOU COULD EARN

Food Packaging Operative	£13K-£20K
Baker	£15K-£40K
Food Scientist	£20K-£45K
Production Engineer	£22K-£45K
Quality Assurance Technician	£22K-£45K
Food Process Operative	£14K-£20K
Consumer Analyst	£20K-£45K



Explore career ideas at...

www.tastycareers.org.uk www.leicesterfoodpark.co.uk
www.gov.uk/apply-apprenticeship

Skills and qualities

Problem solving, team work, customer awareness, creativity, communication, people management, negotiation



Business, Finance and Professional Services



Useful subjects

English, maths, ICT, languages, business and admin, sociology, psychology

This broad sector, employing 60,000 locally, covers financial, business consultancy and legal services, through to technical services such as architecture, and scientific research, to support roles such as business administration and customer service. Companies in this sector welcome young people with high motivation, enthusiasm and strong communication skills. Roles require high commitment and hard work but can result in high job satisfaction and good pay! Many jobs rely on the expertise of staff to win clients, so good interpersonal skills and continually updating your sector knowledge is key. Locally the sector has an even split of males (50%) and females (50%) employed.

What is happening?

↑ **Key employers** based here include Berkeley Insurance, BHIB, Santander, Mattioli Woods and Hastings Direct. Other employers include services such as lawyers, accountants, architects and surveyors.

↑ Specialist roles in the sector require formal qualifications and specific skills, such as lawyer, accountant or financial adviser and once you have completed your degree or apprenticeship, you will need to study further in your role.

↑ In other roles employers are willing to recruit and train people 'on the job' if they have good customer focused skills, resilience and flexibility. There are school/college leaver offers, apprenticeships and graduate programmes plus options to progress when employed.

↑ **Roles include** sales, customer service, law, project management, payroll and wages roles, accountants, financial advisers, marketing, PA, property services (such as estate/letting agents, surveyors and architects), and business development.

↑ Legal businesses like Freeths, Gateley, Howes Percival and Shakespeare Martineau have offices here. The area also hosts regional offices for national accountancy firms like KPMG, PWC and Grant Thornton as well as head offices for Newby Castleman, Mazars and PKF Cooper Parry.

↑ During lockdown much of the sector was able to adapt and run a remote centre, with some areas being very busy (for example HR services or fraud prevention) but cash flow was a challenge for some businesses.

↑ The Leicester Client Innovation Centre is IBM's first in the UK, with a range of opportunities for young people.

↑ Many services have an online offer and the use of IT, software and business analytics to enhance and personalise services has increased. Fintech is a growing area of financial services.

↑ Cyber security, risk management, compliance, legal services, data protection, tech led innovation, management software services and environmental consultancy are all thriving areas. Modern languages are in demand as global markets grow.

↑ The Leicester Business Festival is held late October to early November each year and brings together businesses of all sizes for a series of free workshops and useful events.

Other local employers include:

↑ Global Payments UK
↑ AXA PPP Healthcare
↑ Nelsons
↑ Knights
↑ EHL Group
↑ NatWest Group
↑ Dodds
↑ PPL PRS
↑ Glynis Wright & Co

↑ Cheyettes
↑ The Miller Partnership
↑ Pattersons
Commerical Law
↑ RSM UK
↑ Cambridge and Counties Bank



WHAT YOU COULD EARN

Financial Director	£50K-£80K
Human Resources Officer	£22K-£35K
Chartered Accountant	£30K-£50K
Business Research Professional	£22K-£45K
Insurance Account Manager	£20K-£75K
Office Manager	£22K-£45K
Clerical Assistant	£14K-£24K
Contact Centre Worker	£14K-£25K

Explore career ideas at...

www.cipd.co.uk www.leicesterbusinessfestival.com
www.gov.uk/apply-apprenticeship www.icaew.com
www.lawsociety.org.uk www.insurancecareers.co.uk

Skills and qualities

Communication, problem solving, presentation, analytical skills, organisational, negotiation, calm under pressure



Education

Teaching and education is an important large area of employment for the area, with 47,00 people employed. Most educational institutions closed during lockdown, moving to online learning or support, with some staff needing to master new software to deliver online lessons. This can be extremely rewarding work as you see your students succeed! Numerous opportunities in Leicester and Leicestershire link to the many schools, academies, colleges and three large universities. There are also a number of training providers here and local authority offers that provide teaching or learning support roles. There is a growing use of **technology** to teach, which is beneficial as it mirrors work in the real world. Most jobs require employees to have technology skills of varying degrees.



Useful subjects
English, maths, sciences, languages, ICT, history, geography, RE, design & technology

What is happening?

↑ The area has three excellent universities, with their own renowned specialisms, and a strong further education (FE) offer, plus many good local schools and academies. Career progression opportunities are good.

↑ There is a shortage of teachers for specific subjects such as maths, technology, physics, chemistry, history and design technology. Bursaries are available for some subjects. In FE and HE, tutors with an industry background linked to their specialism are highly sought after.

↑ Covid-19 has given a greater need for educational institutions to adopt digital tools (EdTech), and at a faster pace than ever before, including broadcasting lessons to students externally. The use of AI and Augmented Reality is growing, and can help to monitor student progress and support with diverse learning experiences.

↑ E-learning (online courses) boomed under lockdown across all ages, especially to improve digital skills, and should remain strong. This also means more opportunities to design and develop content, marketing and e-product user support.

↑ **For many jobs you need a degree but some roles can be entered at a lower qualifications level** and there are support roles too, for example admissions officer or school lunchtime supervisor.

↑ **The range of apprenticeships** to access roles in the sector is increasing.

↑ **Roles include** secondary education teachers, teaching assistants, adult tutors, English as a foreign language (EFL) teacher, primary and nursery education teachers and senior education professionals. There are also other roles such as in special needs support, student support, careers, IT, marketing, finance and administration.

↑ There is a shortage of males in early years, primary and secondary education.

↑ There is a growing need to help adults to increase their skills, or retrain for new areas of work. As people are living and working longer, businesses value flexible learning like, for example, the services from Leicester company IMPROVE Online offers to help employees adapt to changing business needs.

Local employers include:

- ↑ Sixth Form and Further Education colleges
- ↑ Primary and Secondary schools, academies, special schools
- ↑ De Montfort University
- ↑ Loughborough University
- ↑ University of Leicester
- ↑ Leicester City Council
- ↑ Leicestershire County Council
- ↑ Language schools
- ↑ Children's centres
- ↑ Training providers
- ↑ Private tuition organisations



WHAT YOU COULD EARN

Nursery Worker	£14K-£24K
Secondary Teacher	£23K-£67K
Head Teacher	£44K-£100K
Higher Education Lecturer	£33K-£55K
Learning Mentor	£14K-£24K
Education Office Staff	£15K-£30K
Adult Tutor	£19K-£30K
Education Welfare Officer	£20K-£41K



Skills and qualities
Presentation skills, creativity, problem solving, communication, people management, planning, patience, team work, listening

Explore career ideas at...

<https://getintoteaching.education.gov.uk>
www.tes.com www.tefl.org.uk www.feadvice.org.uk



Space

Useful subjects

Engineering, maths, science and computing skills (especially in programming and data analysis/management).

Geography expertise is useful for Earth observation and navigation systems.



What is happening?

↑ The space sector is broadly made up of:

Science and research: including astronomy and astrophysics, cosmology and planetary science, and Earth observation science; satellite data is used to monitor Earth environments and changes.

Space engineering: designing, planning, building and maintaining space related instruments – for exploration into the solar system or satellites orbiting the Earth; maintaining communications and navigation systems.

Business: private companies using satellite data to create business products (such as weather forecasts, traffic monitoring, communications and navigation) – this is an important growth area.

↑ There are currently 4,500 people employed across the sector locally, and growing high technology and space-linked businesses based here, such as those located at Pioneer Park.

↑ The Space Research Centre at the University of Leicester offers specialist skills and equipment for space missions and new instrument testing. Every year since 1967 has seen a Leicester-built instrument operating in space.

↑ Space Park Leicester will be a world-leading hub for space and space-enabled industry, and to translate space research and Earth Observation (EO) data into commercial services, with the first building due to open in Spring 2021. Space engineers, scientists and entrepreneurs of the future will be trained on site; 2,500 jobs will be created there.

↑ The University of Leicester's new Manufacturing, Engineering, Technology and Earth Observation Research Centre (METEOR), based at Space Park, has received nearly £14 million in funding through Research England.

↑ Space Park Leicester has been selected for a new business incubation centre, run by the European Space Agency (ESA), to offer business support for start-up companies who are using space technology or data in the UK.

↑ The UK's first ever post-16 Space Engineering course is offered by Loughborough College jointly with the National Space Academy.

Some local employers include:

↑ Magnaparva - space hardware company

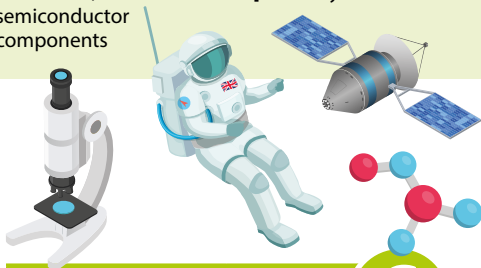
↑ Earthsense – uses satellite data for environmental monitoring

↑ Semelab (T T Electronics) - makes semiconductor components

↑ SafeTTY Systems - develops software for space-based systems

↑ Point 4 UK - uses satellite data for vegetation risk management

↑ Moniteye - uses GPS



WHAT YOU COULD EARN*

Systems Engineer	£22K-£50K
Propulsion Engineer	£22K-£50K
Communications Engineer	£22K-£50K
Data Scientist	£22K-£50K
Planetary Scientist	£24K-£50K
Electronics Technician	£21K-£50K
Business Analyst	£22K-£50K
Software Engineer	£20K-£55K



Skills and qualities

Innovation, creativity, adaptability, problem solving skills, team work, communication skills. Additional languages are useful as projects may use international collaboration. Business skills are useful for the commercial sector.

Explore career ideas at...

www.spacecareers.uk www.spacecentre.co.uk <https://le.ac.uk/spacepark> www.nceo.ac.uk/
<https://nationalspaceacademy.org> www.sacatapultcoe.org/centre/east-midlands

Construction

This is the planning, design and creation of buildings or infrastructure such as roads, bridges or railways. The construction industry is growing and can offer amazing career opportunities to develop and travel! Increased demand comes from the need for more housing, environmentally friendly construction, commercial buildings and improving infrastructure - due to population growth, increased economic activity, and meeting new regulations. There are over 180 different roles, not just those on a building site! Environmental targets mean exciting new areas to work in such as energy efficient intelligent buildings; other innovative areas include modular and off site construction, and the use of digital technology to construct buildings as 3D-models before they are built in reality. Many home owners started to improve their houses during and post lockdown, with new bathrooms, kitchens and 'home offices'.



Useful subjects
Maths, sciences,
ICT, geography,
design and English



What is happening?

↑ Employing 22,000 people locally, the sector has over 5,000 construction employers here; most of these are 'micro' businesses. Most site construction work continued during Covid-19 within health and safety guidelines.

↑ **Skills across construction** are in demand, including plumbers, managers, electricians, wood trades, roofers, ground workers, quantity surveyors, architects, 3D technicians, smart building technicians, crane operators, interior fit-out, painters and decorators, scaffolders, plasterers and bricklayers. All areas will need project managers, IT and office-based staff like buyers, legal, design, sales and HR.

↑ **There are over 30 different apprenticeships** in construction, which welcomes young people. There are also many graduate schemes. Each job is different, with new challenges, and there is satisfaction in seeing the finished job, whether a bridge or building!

↑ There can be a lot of travel, often working away, with early starts, but great opportunities to progress.

↑ Leicester city centre has ongoing developments like the Space Park, new Leicester Tigers hotel. and transformation of the Fenwick building into apartments and workspace. Work at county sites includes Mercia Park, Shepshed town centre, new business space in Lutterworth, SportPark Pavillion, Coalville Leisure Centre, and expansion at Magna Park.

↑ Boroughs and districts across the area are planning thousands of new homes over the next 20-30 years.

↑ Several improvements to roads are ongoing across the area, and a Hinckley National Rail Freight Interchange near junction 2 of the M69 is being developed.

↑ Local companies Ibstock Brick, Aggregate Industries, Caterpillar and Breedon Group all support construction with products and services.

↑ **There is a large cluster of interior fit out** companies across Leicestershire.

↑ 37% of new entrants into the construction industry that came from higher education are women.

Other local employers include:

↑ Davidsons Homes
↑ Wates
↑ Pick Everard
↑ RG+P
↑ Jelson Homes
↑ East Midlands Housing Group
↑ C3 Construction
↑ William Davis
↑ EE Smith
↑ Barratt Developments
↑ Galliford Try
↑ RTS Contracts

↑ Bloor Homes
↑ Thomson Hayes
↑ Blueprint Interiors
↑ CR Civil Engineering
↑ Bowmar and Kirkland
↑ Company Image Ltd
↑ Willmott Dixon
↑ David Wilson Homes
↑ Countryside Properties



WHAT YOU COULD EARN

Carpenter/Joiner	£28K-£40K
Architect	£35K-£50K
Project Manager	£26K-£60K
Painter and Decorator	£15K-£35K
Electrical Trades	£25K-£60K
Civil Engineer	£20K-£60K
Quantity Surveyor	£18K-£80K
Construction Labourer	£14K-£29K
Plumber	£16K-£45K
Energy Assessor	£16K-£35K



Skills and qualities

Problem solving, attention to detail, communication, team working, leadership



Explore career ideas at...

www.goconstruct.org www.architecture.com www.the-nhtg.org.uk www.future-made.co.uk/
www.gov.uk/apply-apprenticeship www.housebuildingcareers.org.uk www.citb.co.uk



Logistics and Distribution



Useful subjects

English, business and admin, maths, languages, sociology, ICT, sciences

When you click 'place order' on Amazon or ASOS, do you think about all the services that work together to make sure that products get to your door on time?

Logistics and transport involve the efficient flow of goods and services locally, nationally or internationally across road, rail, air or sea. It is a global 24-7, 365 days a year industry, which supports all sectors. Driving and delivery roles are in demand, but there are also roles in sales, marketing, ICT, finance, administration, engineering, front-line operations and support roles. These include roles in transport planning, rail freight, aviation, sustainability, warehouse management and passenger security. The sector is particularly open and welcoming to individuals of all levels of experience.



What is happening?

↑ Employing 50,000 people, **entry-level roles** include distribution clerk, some warehouse and delivery roles and customer services which provide a stepping stone to career progression. There are also **apprenticeships and graduate schemes** into the sector.

↑ With Leicestershire's central location, 95% of the UK population can be reached within a four hour drive, so many companies have warehouses and distribution centres here where goods can be stored and distributed.

↑ Magna Park at Lutterworth is Europe's largest distribution centre, and is expanding! It includes employers such as Asda, Britvic, BT and Argos; an onsite training and research centre is planned.

↑ East Midlands Airport is the UK base for DHL and UPS, two of the world's top four air express freight operators, plus a major Royal Mail hub; it is the UK's busiest pure cargo airport, which continued to operate with freight flights during lockdown, although passenger travel was heavily reduced.

↑ The SEGRO Roxhill warehouse site, near East Midlands Airport, provides thousands of jobs. This facility is rail, road and air connected making it one of the most modern sites in the UK.

↑ Data analytics is increasing used in the sector, to forecast demand, or to save fuel by optimising routes.

↑ Marks and Spencers, Amazon, DPD and many other businesses operate key distribution centres here. Engineering teams play a huge part in making sure these centres are able to keep running; the kit inside is really advanced, with automation and robotics, and can offer some exciting roles!

↑ The use of electronic vehicles is increasing, and new technology means that occupiers can make use of all interior space from floor to roof.

↑ **This sector is a growing area;** as retail trends change and more people shop online, more employees are needed to deliver this increase in demand.

↑ Rail and bus travel has been hard hit by Covid, but a new Charles Street Transport Hub will create strong links between the railway station and Leicester's two bus stations, to assist with sustainable travel into and across the city.

Other local employers include:

↑ HAE Global

↑ Ceva Logistics

↑ Scania

↑ East Midlands Airport

↑ HW Coates

↑ Fred Sherwood group

↑ Pall Ex

↑ 3T Logistics

↑ Neovia

↑ Royal Mail

↑ Armstrong

Logistics

↑ Pinnacle

International Freight

↑ Moran Logistics

↑ FedEx

↑ Kinchbus

↑ East Midlands Trains

↑ Oakland International



WHAT YOU COULD EARN

Warehouse Worker	£13K-£25K
Transport Manager	£23K-£50K
Rail Engineering Technician	£18K-£40K
Train Driver	£35K-£55K
Supply Chain Manager	£20K-£60K
Warehouse Manager	£18K-£70K
Import Export Clerk	£18K-£30K
AI Engineer	£18K-£50K
Airport Baggage Handler	£15K-£22K
Large Goods Vehicle Driver	£18K-£45K



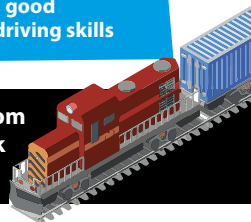
Skills and qualities

Team work, communication, attention to detail, problem solving, good organisation, leadership, driving skills



Explore career ideas at...

www.careersthatmove.co.uk www.eastmidlandsairport.com www.ioc.uk.com
<http://lutterworth.magnapark.co.uk> www.novus.uk.com www.ciltuk.org.uk
www.slp-emg-travel.com



Low Carbon

The low carbon/renewables sector offers the chance to be part of an exciting, growing industry as well as playing a part in the protection of the environment. The change to a zero emissions future is not optional; the UK Government was the first world-wide to set a legally binding deadline to bring greenhouse gas emissions to net zero by 2050. The low carbon sector locally employs 3,500 people in energy alone, and the Midlands has the most energy jobs in the UK with 1 in 3 of energy jobs based in the region! Local specialisms include solar panels, wind energy, recycling, sustainable building, offshore power, hydrogen and fuel cell technology and electric vehicle servicing.



Useful subjects
Maths, English, ICT,
geography, physics,
chemistry, biology

What is happening?

↑ Covid-19 has seen many changes to the way we work and move around the area; local and national policy is looking at how to build a 'green recovery'. For example, new government funding to make homes more energy efficient – meaning opportunities for jobs to install external wall insulation, air source heat pumps and solar panels.

↑ Leicestershire is home to several energy and low carbon related businesses, and three universities all with a focus on low carbon research and development.

↑ There is an Energy Infrastructure Strategy, setting out actions towards a zero carbon Leicester and Leicestershire.

↑ Many organisations across industries have environmental or sustainability officers, to embed green practice like reducing environmental impact and supporting employees with working practices, encouraging sustainable travel to work, waste and recycling management, and reducing energy usage.

↑ The area is home to much of the National Forest including the main office and two key visitor attractions, providing sustainable timber and environmental/eco-tourism.

↑ East Midlands Airport is the only airport in Europe (possibly the world!) to operate commercial grade wind turbines on-site to self-generate renewable energy.

↑ Electric vehicle sales are growing – with car manufacturers committed to huge increases in production, car sales, ownership models, car servicing and repairs and the way we 'fill-up' will all offer jobs and roles. Cycling is also growing in popularity.

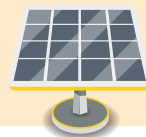
↑ **Skills in demand** are mechanical and electrical engineers, plumbing and heating engineers, wind and solar energy technicians, environmental scientists, electric vehicle engineers, green technologists, and graduates in physics, chemistry and geology are highly sought after for research into new low carbon technologies. Practical skills, as well as design, ICT and project management are also useful. As zero carbon activity increases there will be larger numbers of skilled roles and apprenticeships – short-term this will be seen with household energy efficiency.

Other local employers include:

↑ Smart Power Systems
↑ Intelligent Energy
↑ GenGame
↑ CENEX
↑ Rockhaus Developments
↑ Forest Rock

↑ DNV GL
↑ National Grid
↑ E.On
↑ Octopus Energy
↑ MIRA

Increasingly, environmental and zero carbon skills will play an important role across all industries, so future jobs could be in any sector. It is worth researching a wide range of employers.



WHAT YOU COULD EARN

Ecologist	£18K-£40K
Green Building Technician	£18K-£35K
Solar Energy Technician	£18K-£35K
Sustainability Consultant	£21K-£45K
Waste Management Operative	£14K-£25K
Insulation Installer	£18K-£28K
Gas/Heating Appliance Installer	£18K-£35K
Environmental Health Officer	£22K-£40K

Skills and qualities
Practical skills, design, ICT, project management, problem solving, innovation, attention to detail, creative skills, customer service skills



Explore career ideas at...

www.futuremorph.org www.euskills.co.uk/careers/ www.greenjobs.co.uk
www.tomorrowsengineers.org.uk <https://nerc.ukri.org/skills/careers/>
www.gov.uk/apply-apprenticeship

Some other local sectors

Retail*

↑ How we shop changes constantly, and retail is a fast-moving industry as organisations try to respond to - and predict - customer demand and future trends.

↑ Online shopping was accelerated by lockdown, and now accounts for 30% of all purchases. Purchases of food, cleaning products, pet products, gym equipment, home office and home furnishings grew, but other areas like work and party clothing have had a large drop in sales, resulting in some High Street names closing.

↑ **Retail roles** include sales, customer service and behind-the-scenes jobs such as buying, merchandising, stock control, logistics, accountancy, store operations and identifying trends. Customer service, marketing and management skills are useful.

↑ This sector welcomes young people, who can then progress through on-the-job training or apprenticeships. Some students combine study with part-time work in supermarket retail.

↑ Employing 42,000, retail is a significant sector here with large shopping centres, smaller boutique areas like St Martins and market towns with attractive shopping offers. During lockdown there was a trend to shop more locally.

↑ Next, Joules and Dunelm have their headquarters here.

↑ Many store based independent shops adapted to sell online during lockdown, and offered personal delivery services.

↑ Supermarket staff supported the nation during the pandemic by keeping essential supplies on shelves.

↑ With online competition, physical stores are looking at ways to enhance in-store shopping with additional facilities like cafes, beauty treatments, music events and family fun days.

↑ **Online shopping expansion means roles** such as digital marketing, coding, website development, user experience, online security, cyber security, logistics technology and delivery are growing.

↑ **Many retailers have a Twitter feed posting vacancies.** Roles may include weekend, shift or seasonal work; shops are often open seven days a week.

↑ Fosse Shopping Park has a £135m expansion programme, increasing stores and food outlets by 2021.

↑ Growing numbers of new micro traders sell a wide range of products online or through 'pop-up' stores.

↑ Renting goods is increasing, like furniture**, designer fashion and art. There's a shift towards sustainability and the repair and refurbishment of goods will grow.

↑ *Covid has had a significant impact on the sector, seeing growth in online and supermarket consumer spending, but reduced footfall in some physical stores. As we enter 'the new normal', the High Street will need to find creative and innovative solutions to address ongoing changes in consumer behaviour.

**John Lewis is trialling renting furniture.

www.inretail.co.uk
www.highcrossleicester.com/jobs
www.fosshoppingpark.co.uk
www.leicestermarket.co.uk
www.fashionretailacademy.ac.uk
www.rethinkretail.org.uk



Sport



↑ Leicester and Leicestershire is well known for sporting achievements and has 13 major sporting venues/clubs hosting national and international events, including LCFC, Leicester Tigers, Leicester Riders, Leicester Hockey Club plus motor racing events at Donington Park and Mallory Park, and horse racing at Leicester Racecourse see www.lrsport.org/PremierLocation

↑ Prior to Covid, the sector (9,000 jobs) comprised mainly of sports and fitness facilities, sports clubs, manufacturing and the sale/rental of sports equipment, but it is evolving, with some activities moving online or outside and with different group sizes. The growing interest in health, weight management and cycling are all likely to increase some demand within the sector and the requirement for digital skills is growing.

↑ **The sector provides a range of 'first jobs'** for young people in leisure centres, sport and fitness clubs, as well as through hospitality and events at venues.*

↑ The Chartered Institute for the Management of Sport and Physical Activity www.CIMSPA.co.uk have created industry standards sharing key qualifications, skills and knowledge required for a variety of roles.

↑ Loughborough University is ranked number one in the world for sports-related subjects, with specialisms including health, engineering, rehabilitation and sports performance. A growing cluster of sports organisations and businesses are based in SportPark Loughborough, and a £6 million development has recently been agreed for SportPark Pavilion which will offer local opportunities. www.lusep.co.uk/tenant-directory

↑ A new state of the art leisure centre is being built in Coalville.

↑ **Career opportunities** include coaching (participation to performance level), nutritionist and health, leisure assistants, green keepers, ground support, social media and marketing, retail sales, hospitality, data analytics, project management, sports development, exercise and fitness, innovation, design and manufacturing.

↑ **Job competition is high;** more young people study sports courses related to available jobs. Think about which part of the sector you would like to work in, what qualifications/skills you already have, and what you need to develop for success. Volunteering in sport is a great way to get some experience and skills.

*Social distancing restrictions will affect these activities, and impact potential opportunities.

www.lrsport.org/Careers
www.sportpark.org.uk
www.careers-in-sport.co.uk
www.gov.uk/apply-apprenticeship
www.skillsactive.com

Tourism and Hospitality*



↑ This industry includes events, hospitality services, hotels, pubs, tourist attractions, night clubs, festivals and restaurants. If you like meeting people, and are enthusiastic and organised, then it could be for you. The National Space Centre in Leicester is the UK's only space themed visitor attraction; or how about a zoo, theme park, exclusive restaurant or tour guide?

↑ The summer of 2020 was the year of the "staycation" and an opportunity to discover local things to do on your doorstep, as Covid restrictions heavily impacted the sector.

↑ Some outdoor attractions, like the National Forest or Bradgate Park have been really busy, and glamping, camping and self-catering accommodation sites have seen an increase in bookings as visitors choose to stay in the beautiful Leicestershire countryside.

↑ Lots of work has gone into making attractions, accommodation, pubs and restaurants safe for visitors to return to. Over 100 Leicester restaurants, bars and coffee shops took part in the Eat Out to Help Out scheme to welcome customers back.

↑ Over 200 tourism businesses have achieved the Visit England We're Good to Go Quality Mark to demonstrate they have met all the national requirements for safe public reopening and visitors are enjoying the opportunity to return to places like museums, Twycross Zoo, National Space Centre, Conkers and the Great Central Railway.

↑ Tourism and hospitality businesses employ a higher percentage of young people than other sectors and many have developed their careers in a wide variety of roles in catering, hotels, visitor services, event management and marketing.

↑ **Work is fast-paced**, with opportunities to progress and travel. There is also satisfaction in delivering a great service to visitors.

↑ **Social media skills** are also useful as most companies have an online presence.

↑ The sector employs 37,000 people. Post lockdown, people are starting to eat out more, and visit tourist destinations, with social distancing in place. With so many eateries, tourist destinations and accommodation to choose from, organisations need to be creative to encourage people to visit.

↑ **Work is often seasonal and part-time**, and additional languages are useful.

↑ Pre Covid, visitor numbers to the area had been increasing year on year. Ongoing plans and actions are in place to promote the local sector going forward.

Public Services



↑ This area employs 21,500 people and includes the civil service, local government, emergency services, tax, libraries, immigration and the prison service. Public services are key in the fight to limit the impact of pandemics, like Covid-19. **The range of apprenticeships available across all areas is increasing.**

↑ **This sector offers a range of opportunities** and a varied workload. Local authorities and district councils have a wide range of careers, including roles in customer services, housing, business support and regeneration, leisure services and recycling. Equally the army, navy and airforce also have multiple options within them, both in frontline roles and support services, such as engineering, communications support and law.

↑ Post lockdown, numbers of Jobcentre Plus staff (DWP) will increase, to support people who have lost their jobs back into work.

↑ Cyber crime is increasing and is a growing area of police work. Algorithms, data analytics and facial recognition tools can aid police work, for example by using data to identify crime patterns.

↑ In the fire and rescue service, a lot of focus is on community safety and fire prevention.

↑ Leicestershire Police, Leicester City Council, Leicestershire County Council, district and borough councils, Leicestershire Fire and Rescue Service, the army, navy and airforce, tax offices, immigration and prisons are all key employers.

↑ **Good communication skills** are essential across roles, as many involve dealing with the public.

www.civilservice.gov.uk/recruitment
<https://leics-fire.gov.uk/>
www.leics.police.uk
www.leicestershire.gov.uk/jobs
www.leicester.gov.uk/jobs
www.prisonandprobationjobs.gov.uk



www.careerscope.uk.net
<http://hospitalityguild.co.uk>
www.visitleicester.info
www.careerthatmove.co.uk
www.eastmidlandsairport.com
www.goleicestershire.com



* Covid has caused significant challenges for this area of work, but the need for days out, holidays, events and eating out will not disappear. Challenges create opportunities for new thinking and ideas in the sector.

These pages show the wide range of industries across the area, but it is not possible to show every sector or role. Use the websites across the guide to research career ideas and local opportunities further.

Be an entrepreneur!

One growing option for young people is to create their own startups and become young entrepreneurs. You may have ideas - a gap in existing services or products, or a new App, and want to turn this into a business reality. Covid has impacted opportunities in the jobs market, but it also provides some economic opportunities, because we might think about doing things differently going forward.

Starting your own business is a challenge, whatever age you are; do consider the pros and cons below:



Running your own business:

↑**Independence:** Being your own boss means you can choose what work you want to take on, and how you deliver it.

↑**Be 'self made':** All of the hard work you put in, and the success you generate, is entirely down to you. Although, you might not have people around you to bounce ideas off, like you would working in a team for an employer.

↑**Long hours:** It can take a long time to get a business off the ground, lots of hard work with very long days, and some businesses may fail.

↑**Financial success:** There is financial risk involved in setting up your own business, but if successful this can also increase your financial potential; what you earn is yours.

Employment:

↑**Safety net:** There can be greater job security working for someone else. You sign a contract when you start a new job, which outlines the conditions of your role.

↑**Benefits:** You have access to certain benefits such as a pension scheme, paid annual leave and paid sick leave. The tax you pay is also sorted out for you.

↑**Regular income:** You normally get a consistent wage and you are given a period of notice if for whatever reason you are asked to leave the job, which helps with financial planning.

↑**Sociable:** Whether the company is big or small, you're likely to be working with others which is a great opportunity to make new friends and network.

Many young people have the skills, aspiration and determination to set up a business but sometimes they lack the confidence to do it. If you have a business in mind, you can access training and mentoring support to funding and resources. A **strong business plan, tenacity, solid research, and talent** are a good start!

TOP TIP!

Want to run your own business? Get FREE impartial advice and help on www.bizgateway.org.uk

The Princes Trust website offers tips and mentoring support for young entrepreneurs, see: www.princes-trust.org.uk also see www.youthemployment.org.uk

About Enterprise Zones!

Enterprise Zones are designated areas across England that provide tax breaks and government support to businesses basing themselves within the zone. They are great places to do business especially for both new and growing firms.

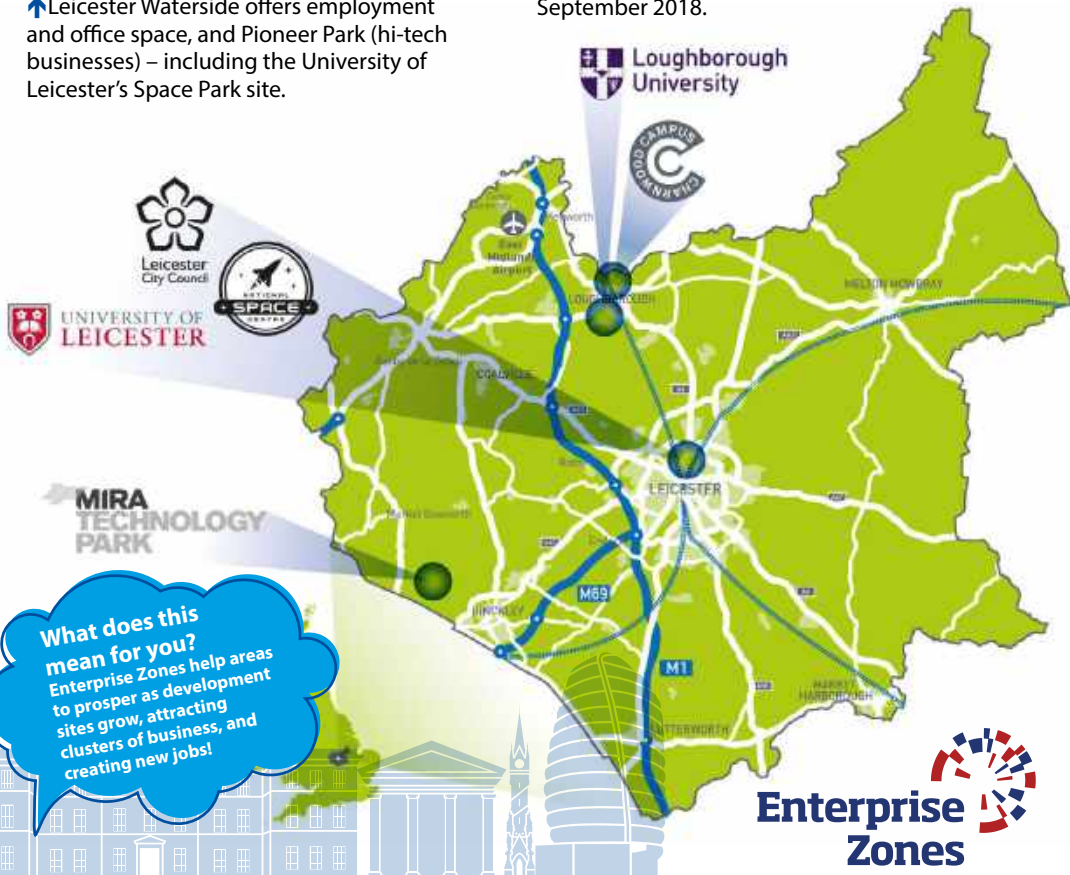
Leicestershire has two Enterprise Zones which are:

Loughborough and Leicester Science and Innovation Enterprise Zone (three sites)

- ↑ Loughborough University Science and Enterprise Park (advanced manufacturing, energy, sport science and low carbon)
- ↑ Charnwood Campus (life sciences/ biomedical)
- ↑ Leicester Waterside offers employment and office space, and Pioneer Park (hi-tech businesses) – including the University of Leicester's Space Park site.

The MIRA Technology Park – (automotive research and development bordering Hinckley)

- ↑ The largest automotive technology park in Europe, with fantastic £300m test facilities available
- ↑ Over 40 businesses onsite and over 500 jobs created since 2011
- ↑ An on-site training centre for the automotive industry opened in September 2018.

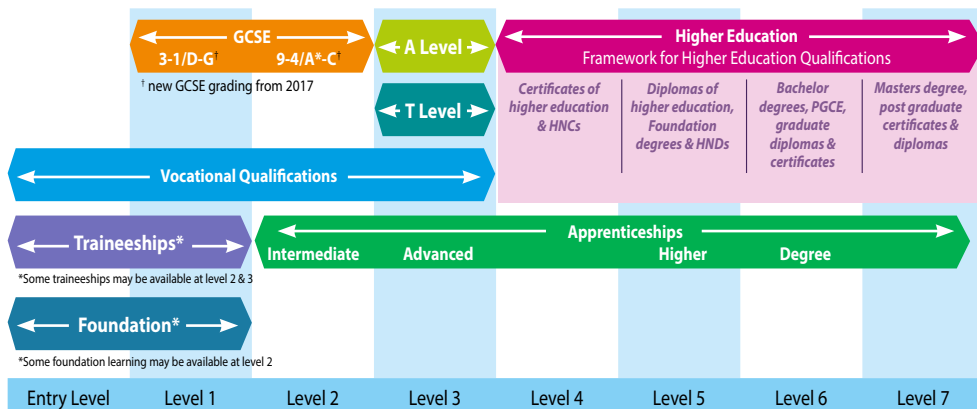


www.lusep.co.uk www.chnwoodcampus.com
www.leicester.gov.uk/waterside www.miratechnologypark.com

Qualifications and pathways

Which qualifications?

See the summary chart below of levels of qualifications and where you can go next.



There are several main post-16 options:

Technical/vocational/applied

These combine practical learning with subject and theory content. There are over 2000 courses covering 16 different industries. Such qualifications can lead to either apprenticeships, employment or higher education. In school sixth forms and colleges vocational courses go from entry level to level 3. Some school sixth forms offer a range of vocational subjects but colleges may have a wider choice.



Ideal for those with a clear career idea, who like a mix of theory and practical learning

Academic

A Levels are the best known of the post 16 qualifications and require at least five GCSEs at grade 4 or above. Students typically study three or four subjects over two years. You can choose to focus on a particular field – for example sciences – or you can do a mixture of subjects, maybe including something totally new to you, and keep your options open for post 18 routes, **developing knowledge and research skills**. Many students who successfully study A Levels go on to higher education (some degree courses require specific subjects so do investigate this!) but they are NOT the only route.



Suits those who like reading, research and exams

Apprenticeships

An apprenticeship is a job with training – you will get a wage and employment benefits such as holiday pay. There is also time off the job to study, typically one day per week (80% industry/job based learning and 20% classroom learning) but this can be taken as a 2-3 week block if it is more suitable. There are hundreds of different job roles to choose from and opportunities to progress; there are growing numbers of degree apprenticeships! Find out more on www.gov.uk/apprenticeships-guide. Explore films on different apprenticeships www.amazingapprenticeships.com

FE Colleges and training providers also advertise apprenticeship vacancies on their websites too.



Suits those who want to learn as they earn, and are ready for the workplace, combined with some part time study

T Levels

T Levels are a new level 3 technical qualification, designed by employers, with a focus on acquiring the specialised skills needed for a chosen career, and an industry placement of 20% of the course time. T Levels are the technical equivalent of A Levels, and are being offered from 2020, initially in construction, education and digital, with more subjects to follow. See www.tlevels.gov.uk

Traineeships

A traineeship is a course with work experience that gets you ready for an apprenticeship or work. This programme could help you to develop the skills that employers are looking for, and includes work preparation. It can last up to six months. Find out more at www.gov.uk/find-traineeship.

Foundation learning

There are a range of options that have been developed for 14-19 year olds to help you to increase your progression, such as **study programmes**, which combine academic or vocational qualifications, and functional skills with work experience and other activities to help you to develop employability skills, confidence and progression. There are also Supported Internships, which are becoming increasingly popular for those with additional needs.

Entrepreneurship

Setting up your own business is also an option, see page 22 for more detail on this.

Work with training

Another option is to move into the work place! Some local and national employers offer training schemes for young people leaving school or college. Look at some of the tips on page 27 linked to job hunting. You can also find a list of some opportunities here: www.allaboutschooleavers.co.uk.

DID YOU KNOW?

There is a Leicester Employment Hub www.leicesteremploymenthub.co.uk which highlights Leicester and Leicestershire opportunities and has a local events page!

@leicester_hub

How do you find out about the different options?

During year 11 you should be offered impartial advice and guidance on your post-16 options. You can also get information from individual schools and colleges by requesting a prospectus. All schools and colleges have websites and these should include post-16 options. You can also get information, advice and guidance on courses and apprenticeships from your school careers lead.

Moving from year 11 to post 16

Whichever route you choose at the end of year 11, there will be changes to the way you work.

Sixth-form, college, apprenticeship or work?

If you go on to further education, whether this is at a sixth-form or a college, you **will be expected to do far more independent study.**

Staying at your school sixth-form **offers you familiarity.** You know the school and the school knows you- so there is less of a settling in period.

Going to college offers you a **fresh start and an adult environment** - there are no lower year students around - and the chance to meet new people from different backgrounds. Colleges also tend to have a **wider range of courses**, especially vocational ones.

With an apprenticeship, traineeship or employment with training you will be expected to **manage your own time effectively** and to show an **increasing level of initiative** as you get established with your placement or employer.

Positive Steps 16 (PS16) is a useful **local** resource, where you can search for subjects or areas of interest and see information on **local** provision, see:

www.ps16.co.uk. Also see the post-16 pages on **www.notgoingtouni.co.uk**

How to decide:

- ↑ Speak to teachers, careers advisers, and other people who know you well, and think how you like to learn
- ↑ Research using PS16, college and apprenticeship websites
- ↑ Use careers websites to see which job areas interest you and also see videos of different work places
- ↑ Visit open days and careers fairs
- ↑ Get some work experience or voluntary work to see what it's like in a workplace

Thinking of university? Post-18 and UCAS points

You can progress to university from different level 3 courses: A levels, T Levels, vocational and apprenticeships. Universities normally offer a place based on the number of points you have - there is a tariff system. See more on: **www.ucas.com**

Equally, at 18 you may wish to do a higher apprenticeship, college course, or gain higher skills in the workplace.



Looking for work and apprenticeships

You can search for permanent, temporary, seasonal and part-time vacancies in lots of places:

Apprenticeships

Search for apprenticeship vacancies on the National Apprenticeship Service website www.gov.uk/apply-apprenticeship as well as learning more about the apprenticeship programme.

The Leicester Employment Hub holds regular local apprenticeship and job fair events and has an events page, see:

www.leicesteremploymenthub.co.uk

Careers and job centres

Jobcentre Plus offices have local job opportunities and also run job fairs. The National Careers Service also have local offices, or Connexions (in the city) can help. Use Google to find your nearest offices. See also: www.gov.uk/find-a-job

Social media and the internet

Most companies have their own website with a careers or jobs section. Some companies advertise positions through social media such as Facebook, LinkedIn or Twitter. Or try a job search site such as Indeed or Reed.

Recruitment agencies

A recruitment agency will look at your skills and experience and then match you to a suitable job which may be a temporary or permanent position. Search online via www.yell.com or www.agencycentral.co.uk

Newspapers and magazines

Local and national newspapers can be a good source of job vacancies, and also have online job search facilities. Some magazines have a careers page.

A bit of local knowledge

Shops, cafes and other businesses sometimes advertise positions in their window showing how you can apply. There may be business or industrial parks near you that could have vacancies.

Ask around/network

Family, friends or other contacts might have a vacancy going at their workplace that would suit you. Let them know you're looking!

Speculate!

Many jobs are not actually advertised, so try targeting companies that you are interested in working for; send in a CV and speculative letter.*

Seasonal work

There are often new vacancies over the summer (such as fruit picking for agriculture) and at Christmas (retail, warehouse, production lines, hospitality). Keep an eye out as these can be advertised across any of the above sources.

*A speculative or cover letter introduces you to a prospective employer



TOP TIP!

Volunteering can be a great help into work - you will gain new skills and make new contacts! See the back page for organisations who can help.

JOB SEARCH

FIND JOB

Looking for work if you're disabled



If a job advert or application form displays the disability confident symbol, or the 'positive about disabled people' symbol, you may be guaranteed an interview if you meet the basic conditions for the job.



It means the employer is committed to employing disabled people. See www.gov.uk/government/collections/disability-confident-campaign

If you need support before you start to apply for jobs, a work coach at your local Jobcentre can help you to gain skills, and give support and advice on any funding that might be available. You may be able to access a supported internship or work experience which can help you to gain employment in the future.

You don't have to legally tell an employer that you have a disability and an employer isn't normally allowed to ask you questions about your health or disability before they offer you a job.

Candidates should discuss their condition, however, when it might pose a risk at work to themselves or others. For more advice go to www.gov.uk or www.disabilityrightsuk.org

Disability Rights also has a great guide on helping people with disabilities to move into apprenticeships. Remember also, there are many great skills to be learnt through volunteering or work experience, which will help you to get into employment. See page 30 for more information.

Local students who left college last year, with a disability or health condition, found paid work in roles such as gardener, hospital porter, retail assistant, care worker, animal care assistant, catering support and administration assistant.

Are you already in work and need support due to a disability or health condition? You may be able to get help at work if you are disabled or have a health condition through the Access to Work scheme: www.gov.uk/access-to-work/overview

Need help to decide what to do next?

You can explore career ideas through websites linked to sectors/roles shown in the guide, or by arranging to see a careers adviser in your school or college. If something you are interested in is not included in the guide, you can research other sectors/roles in the links shown on the back page.

If you are not in education, training or work, there are local agencies that can help you with your next steps, see the back page, or call the National Careers Service on 0800 100 900.

If you have been unemployed for a while, there are programmes funded by the European Social Fund that can help you to gain skills and confidence, or move into work or training. See the link to find out more: www.llep.org.uk

Your local job centre (see <https://find-your-nearest-jobcentre.dwp.gov.uk/>) may also have schemes to help you into work or apprenticeships.

Show your skills!

As well as qualifications, employers also look for the skills people have when they're applying for jobs. Here are some of the attributes that employers are most looking for and how to highlight them:



Employers like someone who...	What you can do
Has good communication skills	Speak calmly and confidently, making eye contact with the employer. Answer questions 'fully', not just 'yes' or 'no'. If you've done a presentation at school, explain how you presented it clearly and what the impact was.
Takes care in what they do	Fill in your application form clearly, look smart at the interview and always be on time.
Is keen and enthusiastic	When applying for a job, think carefully about how you put yourself across. Be open to different tasks and ideas in the workplace.
Has employability or transferable skills	Is there something you've done at school or in your spare time that shows how you've used a skill? This could include giving presentations, fund raising or playing a team sport.
Is adaptable	Show examples of how you've adapted to change, such as leaving school. Make it clear that you're willing to learn new skills.
Can work well in a team	Use examples of how you contributed as part of a team from school, groups you may be in (such as Air Cadets, sports teams, scouts) or your hobbies to show how you can get on with others. Explain how you listened, discussed and negotiated as part of a team to complete a task.
Is reliable	When you get a job or an apprenticeship, be on time every day. Ring into work if you're unwell (but not just a headache) to let them know you won't be coming in.
Has commercial awareness	Research how the company you are applying to works, and makes a profit, and think about how it could grow.
Has customer awareness	Dealing with the public involves a range of skills and qualities. Show that you understand the need to communicate well and can remain calm in difficult situations.
Can problem solve	Explain how you would identify a problem and how you would solve it. Try to come up with different ways of tackling it and who else you would need to involve. If you can think of something you've had to resolve that was difficult then it shows that you're not afraid of a challenge
Has resilience	Work can sometimes be challenging, and your boss wants to know how you cope with set backs. Think of a time when you bounced back from difficult times.

Can you speak another language?
Many companies trade globally so it can be a real asset.

Do you have good IT skills? Virtually all companies value strong IT skills, make sure you convey your skills and expertise in this area.





Gaining work experience!

Employers really value work experience - you're more likely to get a job if you've had some experience of a working environment, whether paid or voluntary. You can learn new skills and explore information about an industry by spending time in a workplace, seeing if a type of work will suit you.

The National Citizenship Service is a great way to gain teamwork and business skills, managed by LEBC, see more on www.leics-ebc.org.uk or www.ncsyas.co.uk

Ways to get experience of the workplace:

↑ Get a part time job (see next page).

↑ Take up work experience opportunities offered by your school or college, some employers also offer virtual (online) work experience.


↑ Attend school or college careers events to meet lots of employers in one go; sometimes employers have open evenings so you can explore the workplace.

↑ Volunteering for a charity or project is a great way to gain experience and skills and in doing so you can gain valuable contacts. You can choose a charity that you are passionate about, for example one that helps the environment.

↑ Extra curricular activities like a theatre group, Air, Army or Sea Cadets or sports group will give you valuable team and problem solving skills.

↑ Help out at neighbourhood or community events, for example helping with the planning of a fete, or working on a stall.

↑ With social distancing restrictions, some employers now offer virtual work experience; it is great opportunity to demonstrate skills, experience; work ethic, and enthusiasm in the virtual setting!



Make a note of any skills you learn as part of your work experience, whether it is working to a deadline, customer service skills or resolving a problem. You can use examples as part of a formal job application process.

When can I get a part-time job?

The earliest that young people can start work is 13 years old. There is more scope for longer hours at 14 and then at 15, and restrictions on the types of work they may do. All young people of compulsory school age between the ages of 13 -16 require a work permit to work on a part-time basis and/or during school holidays.

What job can I do?*

You could undertake newspaper deliveries, car washing (by hand in a residential area), domestic work in hotels (and other premises such as offices and shops), retail work, office work, hairdressing salon support, riding stables help, work in kennels and catteries (depending on the nature of the work) and cafes and restaurants (front of house only).

See more on this on www.gov.uk/child-employment/restrictions-on-child-employment.

Other work areas (e.g. kitchen porter) may be possible but the child employment licence team will need to assess what is feasible.

There may be other paid roles that you can consider, such as:

- ↑ **Babysitting** – ask relatives, neighbours or family friends if they need any help.
- ↑ **Dog walking** – ask around to see if anyone you know needs a dog walker.
- ↑ **Helping others with jobs such as gardening.**

You do not require a work permit to do odd jobs at your home or a neighbour's home, babysitting or work experience organised by your school.



Local case study:

One student got her first job at 14 by emailing the editor of a local community magazine asking if he had any delivery rounds available. She was taken on immediately and after a few months he increased her hours (and money). She found her next job (a waitress in a dessert parlour) by looking for adverts in windows of city centre shops. She now works part time at the Co-op whilst doing A levels. It all looks good on the CV!

'Word of mouth' is a powerful tool in the jobs market; you should let family/friends/neighbours know that you are looking for work; lots of people gain employment through somebody who knows somebody else who is hiring!

There's also a growing trend for young people to sell clothing or goods online to make some money.

Businesses intending to employ school-age children must apply for a **child employment permit** (no charge) before they can be employed. Employers should contact either Leicester City Council or Leicestershire County Council (see links below) to download the relevant child employment permit. Part of the licence application involves gaining consent from the young person's school to ensure that attendance and attainment are not impacted.

www.leicester.gov.uk/business/licences-and-permits/child-employment-licence/
www.leicestershire.gov.uk/employing-children

* At present, some roles and opportunities may be restricted due to social distancing constraints.

Job applications – covering letters and CVs

Many job adverts may ask you for a CV and/or covering letter.

What is a covering letter?

This is a summary letter capturing why you are applying for a role and to highlight how your skills and experience fit that role.

A professional covering letter, with a tailored CV can really make your application stand out! When looking for a job or an apprenticeship, getting things right at the application stage will help your chances of success. Most recruitment is online nowadays so the covering letter and CV can be done in Word and emailed to the company.

Covering letters

- ↑ Write or type the letter out in rough first and check for mistakes.
- ↑ Use the person's name if you know it and end the letter 'Yours sincerely' then your name. If you don't know their name, begin 'Dear Sir/Madam' and end it 'Yours faithfully'.
- ↑ If you're replying to an advert, include the job title and reference.
- ↑ Include your full address, phone number, email address and the date.
- ↑ Highlight what skills and experience that you can bring to the job.
- ↑ Be enthusiastic about why you want to work for that particular company - employers may get several CVs, so make sure yours stands out.
- ↑ Gain knowledge of the company or service and show it off! Do some research on the role and organisation and find out about the company values or ethos.
- ↑ Check your spelling.
- ↑ Practice makes perfect! Once you have mastered one covering letter, the next one should be easier.



Employers will be impressed if you know something about them! Do some research on their company.

Julie Jones
Tel: 01799 010101 Email: Julie.jones@email.com
Address: 123 Another Street, Anytown, AA15 0XX

I am a hardworking person who is looking for a career in events management. I have good communication skills which make me a good team player and I enjoy talking to people. I enjoy organising and problem solving as my work experience shows. I would like to be able to use my creativity in the workplace.

Achievements, skills and qualities including work experience

- I was editor of my college magazine showing that I am prepared to take on responsibility, can make decisions and work to deadlines. I enjoyed the chance to be creative.
- I helped to fundraise for the school by organising a 'bake-off' showing that I have good organisation and team-work skills. I also promoted this event to pupils, parents and staff by designing and distributing a flyer.
- As a member of the county orchestra I travelled to several European cities, meeting new people and showing commitment.
- My Year 10 work experience placement was with a local magazine where I learnt about the importance of deadlines, how desktop publishing works and how to put a magazine together. I returned for a short placement after I finished school.

Education

2017-2019 East College, Anytown

Media A level Grade B
Business Studies A level Grade B
Photography A level Grade B

2012-2017 Sandfield School, Anytown

English	GSCE Grade 8	Business Studies	GSCE Grade 8
Psychology	GSCE Grade 7	Maths	GSCE Grade 8
ICT	GSCE Grade 8	Biology	GSCE Grade 8
Art and Design	GSCE Grade 7	French	GSCE Grade 7
Geography	GSCE Grade 7		

Employment history

Waterside Funpark

I worked in the cafe at weekends and in the holidays. This involved taking money, serving customers and learning the importance of food hygiene. It was very busy at times and I enjoyed working under pressure.

References available on request

Writing your CV

What is a CV?

A CV (short for Curriculum Vitae) is a summary of your qualifications, skills, achievements and career to date, and is used to highlight relevant information to a prospective employer, to see if you are a good fit for a job.

TOP TIP!

Tailor your CV to the job that you are applying for! Use key words from the job advert, job description and person spec and give examples of how you meet these.

There is an increase in the use of digital CV's and video CV's, especially for creative jobs. Put a link in your contact details section to work you have produced and are showcasing on Instagram or YouTube.

sample CV layout

- ↑ Keep it brief and to the point – no more than two pages of A4.
- ↑ Use a computer, use the same font throughout and use clear headings.
- ↑ Start with your name, address, telephone number and email address.
- ↑ Write your current position or qualification first and work backwards.
- ↑ Include any achievements or courses you've been on outside of school (for example, passing music exams, getting a driving licence, getting a first aid certificate or doing voluntary work).
- ↑ Include a covering letter with your CV.
- ↑ Read through the CV before you send it off, checking for any mistakes.
- ↑ Make a copy – you may need to use it again and it will be easier to update.
- ↑ Many websites, such as the **National Careers Service** (www.nationalcareers.service.gov.uk) and www.barclayslifeskills.com have further examples of CVs and more hints and tips. You can also find information on writing CVs via job search websites such as Reed or CV-library, and www.prospects.ac.uk has lots of examples.

Job and apprenticeship applications

Application forms

Some employers give you application forms to complete as part of their recruitment. Most recruitment is via online application forms nowadays.



Whether you apply online, or using pen and paper, the following tips will help!

- ↑ Read through the form first and the notes that go with it.
- ↑ Make a rough copy of your answers first, and be careful not to use 'text speak' on your final application.
- ↑ Make sure your answers are neat and clear and that you don't have any spelling mistakes.
- ↑ Make sure that your skills and abilities meet those needed for the job or apprenticeship. Demonstrate under each heading how you meet the criteria, giving examples.
- ↑ Get a friend or family member to check your application and give feedback.

- ↑ For your first referee, use your head teacher or principal if you are at school or college, and your current or last employer if you are working. For your second, use an adult who knows you well but not a relative. Don't forget to ask them first.
- ↑ Make sure you fill in every section of the form – use the space to sell yourself and what you can bring to the job or apprenticeship.
- ↑ Remember to sign and date the form, sending it back as soon as you can.
- ↑ Sometimes an employer brings the closing date forwards if they have already received enough applications.
- ↑ Take a copy of the form in case it gets lost in the post and to remind you what you wrote in case you get selected for an interview!
- ↑ Don't be discouraged if you do not get an interview at first, there may be many applicants for each job, stay positive and keep trying.

Some employers may also use competency tests to screen candidates, which are tests that measure knowledge and skills required for a job.

The way some employers recruit is changing! Many are using social media, such as Twitter, LinkedIn, Snapchat and Facebook. During lockdown, employers had to do virtual (online) interviews, and some will carry on recruiting using this method.

Getting it right the first time

Employers may receive so many applications for a vacancy that they look for ways to sift out those who may not be suitable.

Check your applications for:

- ↑ Too much or too little information
- ↑ An untidy application form gives a poor impression
- ↑ An email address that isn't appropriate for an employer
- ↑ Not completing every part of the form (put 'none' if you aren't able to fill in a particular section such as previous employment)
- ↑ Make sure that you relate your skills to the job or apprenticeship on offer.

There is a lot of helpful job search and interview support online, look on www.bbc.co.uk/bitesize or www.barelayslifefeskills.com look on YouTube for 'job interview questions'



Applying for a job or apprenticeship by phone



- ↑ Make sure you know the name of the person you need to speak to. If you're not sure, ask for the personnel or human resources department or main reception.
- ↑ Do some research about the company.
- ↑ Prepare the questions you want to ask beforehand and have them written down in front of you. Practice what you will say.
- ↑ Have a pen and some paper ready to write down anything you feel is important.
- ↑ Introduce yourself clearly and thank the person at the end of the phone call.
- ↑ Make sure you have enough credit on your phone!

Online interviews are increasing! Make sure you practice potential questions and answers beforehand, and check that your IT works properly.

Interviews

↑ Make sure you know where the interview is being held and that you can get there on time - leave some time for delays.

↑ Be polite, friendly and punctual and dress smartly.

↑ Research the company first, for example what they do and how big they are. Find out what their company values are.

↑ Prepare some questions that you want to ask about the job or apprenticeship.

↑ Research common interview questions and prepare answers. Practice with a friend or relative.

↑ Try to answer all the questions with more than just 'yes' or 'no'. For example, tell them about a time when you have solved a problem, or worked as part of a team.

↑ Make sure you have everything you need for the interview such as certificates.

↑ Speak clearly, smile and thank the interviewer at the end.

↑ Be positive-show your spark and personality!



Useful websites for further help or research

Job or apprenticeship vacancies

National Apprenticeship Service
www.gov.uk/apply-apprenticeship
Find a job
www.jobhelp.campaign.gov.uk
Leicester Employment Hub
www.leicesteremploymenthub.co.uk
Leicester Mercury Jobs
www.leicestermercury.co.uk
Not Going to Uni
www.notgoingtouni.co.uk
Indeed - www.indeed.co.uk
LinkedIn- www.linkedin.com

Searching for employers or recruitment agencies

Find an agency
www.agencycentral.co.uk
Recruitment and Employment Federation
www.rec.uk.com
Yell - www.yell.com

Understanding your skills

National Careers Service
www.nationalcareers.service.gov.uk
World Skills Live
www.worldskillsuk.org
iCould (buzz quiz/videos)
www.icould.com
Start - www.startprofile.com

Jobs and careers information

National Careers Service
www.nationalcareers.service.gov.uk
Amazing Apprenticeships
www.amazingapprenticeships.com
The Student Room
www.thestudentroom.co.uk

Starting your own business

LLEP Business Gateway
www.bizgateway.org.uk

Advice on starting work and job hunting

National Careers Service
www.nationalcareers.service.gov.uk
Gov.UK - www.gov.uk
Not Going to Uni
www.notgoingtouni.co.uk
Barclays Life Skills
www.barclayslifeskills.com
Youth Employment UK -
www.youthemployment.org.uk
Careermap - www.careermap.co.uk

Your rights at work

Support in the workplace, see:
www.gov.uk/child-employment
www.citizensadvice.org.uk

Volunteering and work experience

Voluntary Action Leicestershire
www.volunteerleicestershire.org.uk
Leicester Education Business Company
www.leics-ebc.org.uk
Prince's Trust - www.princes-trust.org.uk

Higher Education and graduates

UCAS - www.UCAS.com
Guide to university -
www.thecompleteuniversityguide.co.uk
Prospects - www.prospects.ac.uk

Aged 16 to 19 and not in education, employment or training?

Contact **Connexions*** (city service) or **Careers Advice** (county service)

www.leicesteremploymenthub.co.uk/connexions Call 0116 454 1770 for Connexions or call into 2 Wellington St, Leicester LE1 6HL, or email: Connexions@leicester.gov.uk

If you live in the county visit:
www.leicestershire.gov.uk/jobs-and-volunteering/skills-for-jobs/careers-advice-for-young-people-aged-16-19 or call 0116 305 6620.

Good Luck!

* up to 25 for young people with learning difficulties or disabilities

Contents	When can I get a part-time job?	31
Introduction 3	Job applications – covering letters and CVs	32
Contents 3	Job and apprenticeship applications	34
The world of work 4	Useful websites for further help or research	36
The changing world of work 5		
Ways of working 6		
Looking at Leicester and Leicestershire employers 7		
Looking at local work sectors 8		
Health 9		
Social Care 10		
Creative and Digital 11		
Engineering and Advanced Manufacturing 12		
Food and Drink 13		
Business, Finance and Professional Services 14		
Education 15		
Space 16		
Construction 17		
Logistics and Distribution 18		
Low Carbon 19		
Retail 20		
Sport 20		
Tourism and Hospitality 21		
Public Services 21		
Be an entrepreneur! 22		
About Enterprise Zones! 23		
Qualifications and pathways 24		
Looking for work and apprenticeships 27		
Looking for work if you're disabled 28		
Show your skills! 29		
Gaining work experience! 30		