

FREE
2021-22



World of Work Leicestershire



Information for young people on
industries across the area



Twycross Zoo





WORTH £25 BILLION
The largest economy in the East Midlands



19,000 SKILLED GRADUATES
Entering the workforce each year



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PREMIERSHIP SPORT



M1 North
to Sheffield,
Leeds & The North

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

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to Birmingham,
Manchester
& The North

M69 West
to Birmingham

M6 East
to Felixstowe

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to London



Melton

Melton
Mowbray

Charnwood

**Hinckley
and
Bosworth**

Blaby

Harborough



FOOD & DRINK COMPANIES
Many local and national
products made here



PEPSICO



LONDON ST PANCAS
in just over an hour



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

MAGNA PARK, LUTTERWORTH
SOUTH GATEWAY



SEVERAL RETAIL HEAD OFFICES
are based here









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, a booming area for growth and jobs across five sites. East Midlands Airport is part of the new freeport 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 pandemic 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, to help you to be more aware of potential local opportunities.

There are some large, key employers in Leicester and Leicestershire, 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, with career opportunities.

With over 550,000 jobs in the area and 47,995 registered businesses, read on and explore the local world of work.



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LEICESTER AND



POPULATION
1.06 MILLION

ECONOMY WORTH
£25 BILLION



LEICESTERSHIRE

The world of work

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

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



It is always useful to consider what roles and skills will be in demand, assess trends, and always have 'back up' ideas. See the grid opposite for some of the key factors that can 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

CYBER SECURITY SOFTWARE DEVELOPER

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.




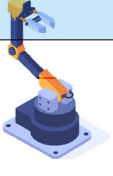



What kind of STEM jobs exactly?

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

- ↑ Inventing a new low carbon transport
- ↑ Creating the biggest video game 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?
<p>A serious global pandemic, like Covid-19.</p> 	<p>Greater demand for key workers, manufacture of food, and protective equipment and scientific research to fight the virus.</p>	<p>Services to keep the country functioning and to help the sick and elderly. Government services need to action how to deal with the pandemic. Research for treatments.</p>	<p>Health and social care Food retail and manufacturing Public services Utilities Transport services Science and innovation Digital skills</p> 
<p>New technology is being developed all the time.</p> 	<p>New technology is the main reason for old jobs disappearing.</p>	<p>Self-service machines. Robots on production lines. Greater demand for people with IT, electrical and engineering skills to fix them and develop new ones.</p> 	<p>Electronics Robotics and AI engineering Creative and media ICT and big data Aerospace Cyber security</p>
<p>People are living longer.</p>	<p>People will need more health care and social care support.</p>	<p>More care, health and social workers needed to look after them. Demand for more drugs research. More products and technology that assist the elderly.</p>	<p>Health care Social care Bioscience Pharmacology Leisure</p> 
<p>The skills of people around the world are improving.</p>	<p>There is more competition from the rest of the world.</p> 	<p>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.</p>	<p>Education Science Engineering Creative and media (including gaming) Manufacturing ICT Finance</p>
<p>We must take more care of the environment.</p> 	<p>More research into saving energy and developing greener technologies.</p>	<p>Electric transport options and skilled mechanics to maintain them. Greener construction techniques. Making processes and products more efficient and sustainable. Reducing pollution.</p>	<p>Engineering (including motor vehicle) Chemical processing Recycling Agriculture Energy and utilities Innovation</p>
<p>People are thinking carefully how they spend their money, especially on their well-being.</p>	<p>Demand for services such as catering, fitness, health spas and gaming.</p>	<p>Some farms are turning to tourism as well as farming. More hotels offering spa facilities. Fitness monitoring and nutrition. Workplace wellness.</p>	<p>Health and beauty Sport and leisure Hospitality and tourism Creative and media Sales and marketing</p>

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, logistics and life sciences) but other areas have been harder hit, like travel and some in-store retail. There are Government schemes (Plan for Jobs 2020) that encourage employers to recruit young people. See more: www.gov.uk/government/publications/a-plan-for-jobs-documents/a-plan-for-jobs-2020. At the time of producing this guide, there has been a boom in vacancies post lockdown and there are thousands of unfilled job vacancies across the Leicester and Leicestershire area.

Ways of working

There are several different ways of working, which can vary based on the organisation and the job; there are still many full-time 9am-5pm working patterns, but other ways of working are growing. The Covid-19 pandemic has greatly altered the way people work, with many businesses increasing their online services and more people working from home when they can. Work places are becoming more flexible and the pace of work place change is speeding up!



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' – 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.

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 Upwork and PeoplePerHour .

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.

TOP TIP!

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

See page 22 for more on this.

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

Recent analysis with local 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 skills, reliability, problem-solving skills, adaptability, 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.
- ↑ 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.



Local sectors of work

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.

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

A guide to the sector pages

The following industry pages summarise

↑ 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

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, T Levels, 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

icould

* 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.

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:

£4.62 an hour for under 18 year olds. (Must be above school leaving age. Doesn't apply if you're doing an apprenticeship.)

£6.56 an hour for 18-20 year olds.

£8.36 an hour for 21-22 year olds.

£4.30 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 £12,621 a year for a job working 37 hours a week. The National Living Wage for all working people aged 23 and over is currently £8.91 an hour.

Pay scales correct as at 1 October 2021. 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

If you're passionate about helping people and making a difference in their lives, working in health care can be one of the most rewarding career choices there is. Health is about the treatment, control or prevention of disease, illness, injury or disability, 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 are 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. 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?

- ↑ The NHS is the main provider of healthcare here, with a small but growing private healthcare market.
- ↑ People are living longer and the population is growing; 33,635 are employed in health locally. The NHS is the employer that advertises the most job vacancies locally.
- ↑ **Skills shortages** include midwives, A & E doctors, GPs, psychiatrists, nurses, sonographers, occupational therapists, orthoptists, bio scientists and radiographers.
- ↑ Digital technology use is growing. Online/virtual consultations increased greatly due to lockdowns. Other trends include:
 - Robot-assisted diagnosis and surgery
 - Data analytics are used to predict and prevent diseases
 - Wearable health technology helps people to understand their health, and telecare reminders for medication.
- ↑ The heart centre at the Glenfield hospital is a leader in innovative research and techniques, such as surgery with a Robotic Arm.
- ↑ **Skills needs vary**, from highly-technical, STEM-based skills for advanced, technology-led diagnosis and treatments – as well as softer, social and care-oriented skills – to support an ageing population. The need to support mental health is also growing.
- ↑ Nursing is the number one health vacancy locally, and 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. 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, a booming sector in research and 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	£32K-£44K
Phlebotomist	£18K-£23K
Hospital Porter	£18K-£21K
Paramedic	£24K-£37K
Dental Nurse	£20K-£30K
Nurse	£25K-£31K
Midwife	£25K-£45K
Doctor	£60K-£90K
Dietician	£25K-£40K



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

The social care sector provides vital services across society; we are all living longer with a range of support needs. 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.

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 31,000* jobs in adult social care alone..

↑ **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.

↑ Care vacancies are in the top three of most advertised jobs locally; 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 care plans 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!

↑ **The Inspired to Care project**, from Leicestershire County Council, supports the social care sector in Leicestershire, and is a great start for young people.

↑ 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.

Explore career ideas at...

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

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	£25K-£55K
Mental Health Nurse	£25K-£45K
Occupational Therapist	£25K-£45K
Housing Support Officer	£20K-£35K
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.



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, plus museums, galleries and performing arts. 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 the manufacture of computers and digital goods; data processing, programming and hosting; tech consultancy and support (including cybersecurity) and commercial and domestic-use software. Locally there are 21,300 people employed in the creative sector and 17,800 employed in the digital sector.



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. Many creative businesses adapted to online services during the pandemic, but venue-based areas like museums, performing arts, live music, festivals, and cinema were hard hit by social distancing measures.

↑ Creative centres in the county include the Ferrers at Staunton Harold, the Atkins Building in Hinckley, Charnwood Arts and Melton Space. All districts have 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 offers free advice and support to local creative enterprises.

↑ Massive digitalisation and emerging technologies, such as virtual and augmented realities, will create new forms of cultural experiences.

Digital

↑ Many businesses across sectors invested in digital systems during lockdowns, 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.

↑ Booming digital tech crosses all industries, with growth in areas like Fintech, Healthtech, Food tech and Climate tech.

↑ Programmers and software development professionals feature in the top five* most advertised jobs locally. Microsoft Excel also features as a skills requirement in many general vacancies.

↑ Software company The Access Group has a new headquarters in Loughborough, 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:

- ↑ We-Fab
- ↑ Digital Ethos
- ↑ 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	£22K-£38K
Digital Marketing Officer	£17K-£34K
Make-Up Artist	£18K-£30K
Public Relations Officer	£17K-£28K
User Experience (UX) Designer	£22K-£38K
Graphic Designer	£18K-£40K
Software Developer	£20K-£65K
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.thecreativeindustries.co.uk
www.techjobs.co.uk www.ccskills.org.uk



Engineering and Advanced Manufacturing

Engineering and manufacturing have always been on the cutting edge of technology. It's a dynamic, varied sector to work in, with lots of scope to progress. 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. Advanced technology is used to improve processes and give companies a competitive edge. Many different products are made in Leicester and Leicestershire, from precision tools, electricals, motorbikes, 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 16% of the East Midlands economy, compared to the 10% national average. 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?

↑ 81,300 people are employed across 5,015 businesses locally in this sector. Careers are broad and can involve research, testing, developing prototypes, engineering and maintenance.

↑ During the pandemic, manufacturing companies that produce essential goods have had to scale up, while others had to scale down, or adapt products, where feasible, to support post lockdown recovery.

↑ **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 artificial intelligence 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.

↑ The sector will increasingly rely on technical, STEM-based skills – to operate advanced and digitised machinery and processes – and softer and interpersonal skills, alongside management aptitude – to manage complex supply chains.

↑ Loughborough University Science and Enterprise Park (LUSEP), is home to 90 high-tech companies.

↑ MIRA Technology Park (Hinckley) is the largest automotive research and development park in Europe, with an on-site skills and training centre. £41.2m of Government funding is going to REE Automotive, at its Engineering Centre of Excellence at MIRA, to support long-range electronic vehicle technology.

↑ Textiles manufacturing is very strong here, with firms such as Pantherella, Fashion Fabric Transprinters, and EBSCO. A specialist new textiles training centre – the Leicester Fashion Technology Academy – is opening in Leicester in 2021.

↑ **Growth is expected in areas such as:** next generation transport; medical technologies and pharmaceuticals; future food processing; and energy and low carbon products. **Acceleration of innovation and technology adoption is also a key trend.**

Other local employers include:

- ↑ JJ Churchill
- ↑ Taylor Hobson
- ↑ Emerson
- ↑ Fisher Scientific
- ↑ Bostik
- ↑ Preci-Spark
- ↑ Druck
- ↑ Nylacast
- ↑ Honeywell
- ↑ Coba
- ↑ Winbro Group
- ↑ JC Metalworks
- ↑ DPI (UK)
- ↑ Ametek
- ↑ Crown Bevcan
- ↑ Babcock International
- ↑ Flotec
- ↑ Blanson Ltd
- ↑ Cook Optics
- ↑ Triumph
- ↑ KJN Automation
- ↑ UAV Tactical Systems



WHAT YOU COULD EARN

Production Worker	£17K-£30K
Robotics Engineer	£24K-£50K
Mechanical Engineer	£22K-£45K
Electronics Engineer	£20K-£45K
Manufacturing Systems Lead	£24K-£45K
Technical Design Engineer	£27K-£45K
Sheet Metal Worker	£20K-£30K
CAD Technician	£18K-£36K



Skills and qualities
Problem solving, communication, creative thinking, leadership, attention to detail

Explore career ideas at...

www.tomorrowseengineers.org.uk www.lusep.co.uk www.makeuk.org www.fcfta.com
www.miratechnologypark.com miratechnologyinstitute.co.uk
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.

Food and Drink

Food and drink production is the largest manufacturing sector in the UK, and was vital in keeping the nation fed during lockdowns. 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 ethnic diversity of the area is represented in the sector with a number of producers of spices, sauces and traditional Indian foods. **Emerging trends include the increasing use of digital technologies** –like using data analytics in forecasting demand and supply, and food processing technology. 43,900 are employed across 3,865 businesses in this sector locally.



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

What is happening?

- ↑ There is a huge range of careers across the sector, with over 100 different job roles, and a range of skills levels, so something for everyone.
- ↑ 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, research and development 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, butchers and source good local produce.
- ↑ Local area specialisms include bakery, dairy, meat products, snack foods, confectionery, chilled and frozen products.
- ↑ **Roles can be very hi-tech and 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. Melton Mowbray, the rural capital of food and drink, has a new Food Enterprise Centre, offering a free food science and technology advice service for food and drink manufacturing businesses.
- ↑ **The sector will increasingly rely on technical skills** – to operate advanced and digitised machinery and production – as well as good management skills to oversee complex supply chains.
- ↑ 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.
- ↑ Loughborough University researchers have developed new technology that provides rapid screening of microorganisms in drinks, which the soft drinks industry can use to test for contaminants.
- ↑ 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.
- ↑ PepsiCo has a huge research and development centre in Leicester, with a focus on healthier snacks, making and testing prototype ingredients, flavours and products.
- ↑ Leicestershire's Pukka Pies supplies over 35 million pies a year to fish and chip shops and football stadiums.
- ↑ Local distillery Burleighs Gin is expanding, developing new premium brand gins.

Other local employers include:

- ↑ Geary's Bakeries
- ↑ Everest Ices Ltd
- ↑ Refresco Drinks
- ↑ KP Snacks
- ↑ Delifrance
- ↑ Blackfriars Bakery
- ↑ Everards
- ↑ Union Distillers
- ↑ Pilgrim's UK
- ↑ Long Clawson Dairy
- ↑ Belvoir Fruit Farms
- ↑ Charnwood Brewery
- ↑ Everest Dairies
- ↑ Pladis Global (McVitie's)
- ↑ Just Egg
- ↑ Shelton's Coffee
- ↑ Cofresh
- ↑ Leicester Bakery



WHAT YOU COULD EARN

Business Development Manager	£22K-£35K
Baker	£15K-£40K
Food Scientist	£20K-£45K
Production Engineer	£22K-£45K
Quality Assurance Technician	£22K-£45K
Food Process Operative	£16K-£26K
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

Business, professional and financial services cover a very broad range of activities – including finance, pensions, insurance, digital and IT services, accountancy, legal services, architecture, creative, research, design, scientific, and consultancy, and a range of 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. There are 78,900 people employed across 12,845 businesses in this sector locally.

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 offer an online service, with some areas like HR and employment law booming as businesses sought advice about furlough. Finance and accounting specialists were also in high demand as businesses reviewed growth plans.

↑ 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 banking and 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 each October to November each year and brings together businesses of all sizes for a series of free workshops and events.

↑ Accounting, HR, sales and business development roles feature in the top 15 most advertised job roles locally.*

Other local employers include:

- ↑ Global Payments UK
- ↑ AXA PPP Healthcare
- ↑ Nelsons
- ↑ Knights
- ↑ EHL Group
- ↑ NatWest Group
- ↑ Dodds
- ↑ PPL PRS
- ↑ Anthony James Insurance
- ↑ Cheyettes
- ↑ The Miller Partnership
- ↑ Pattersons Commercial Law
- ↑ RSM UK
- ↑ Cambridge and Counties Bank
- ↑ ThinCats
- ↑ EMB Group
- ↑ Blythin and Brown



WHAT YOU COULD EARN

Financial Director	£48K-£80K
Human Resources Officer	£22K-£35K
Chartered Accountant	£30K-£50K
Business Research Professional	£22K-£45K
Insurance Account Manager	£20K-£75K
Office Manager	£22K-£45K
Mortgage Adviser	£21K-£45K
Contact Centre Worker	£16K-£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

Education is an important large area of employment for the area, with 54,337 people employed. Most educational institutions moved to online teaching under lockdowns, 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 several training providers here, and local authority offers that provide teaching or learning support roles. 7.3% of advertised roles* locally are in the education and training sector. There is a growing use of **technology** to teach, which is beneficial as it mirrors real working life, as most jobs across industries 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 to enhance technical and work-linked education.

↑ During lockdowns, the sector had 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.

↑ Whether teaching vocational or academic subjects, the information needs to be put across in a dynamic, engaging and fun way - which involves lots of administration and planning, but can really enhance learning outcomes.

↑ 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, adult education 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 male teachers 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 offers to help employees adapt to changing business needs.

↑ There are also roles to support those with barriers, like ex-offenders, to gain new skills.

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	£26K-£42K
Head Teacher	£46K-£100K
Higher Education Lecturer	£33K-£55K
Learning Mentor	£14K-£24K
Training Officer	£15K-£30K
Adult Tutor	£20k-£30K
E-Learning Developer	£19k-£45K



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

Space technology is used in many ways to support our modern life, including medical devices, SatNav, weather prediction, climate monitoring, high speed communications and many technology “spin-offs” including new camera technologies. With local university expertise, the iconic National Space Centre attraction, the globally recognised National Space Academy, and an existing business base, this area is thriving; research shows that Leicester and Leicestershire hosts the fifth fastest growing aerospace and satellite technology cluster in the country. The sector employs 4,300 people across 135 businesses, and welcomes young people with a range of skills.

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 a growing number of 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 years of 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 is a world-leading hub for space and space-enabled industry, and to translate space research and Earth Observation (EO) data into commercial services, plus research into Artificial Intelligence and robot-assisted satellite production. 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), has received nearly £14 million in funding through Research England bringing more investment locally into space and Earth observation.

↑ The Space Industries Accelerator is based at the Leicester Innovation Hub, is funded by the UK Space Agency to help entrepreneurs to develop their ideas and launch start-ups.

↑ The UK’s first ever post-16 **Space Engineering course** is offered by Loughborough College jointly with the National Space Academy. The UK’s first **space engineering technician apprenticeship** was part-developed in Leicester.

Some local employers include:

↑ Magnaparva - space hardware company

↑ Earthsense – uses satellite data for environmental monitoring

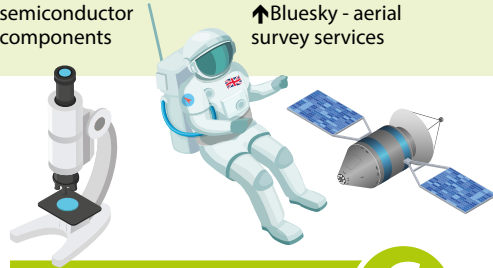
↑ Semelab (T T Electronics) - makes semiconductor components

↑ SafeTTy Systems - develops software for space-based systems

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

↑ Moniteye - uses GPS

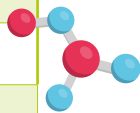
↑ Bluesky - aerial survey services



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 www.space-park.co.uk www.nceo.ac.uk/
<https://nationalspaceacademy.org> www.gov.uk/apply-apprenticeship

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 the increasing use of modular and off-site construction, and the use of digital technology to construct buildings as 3D-models before they are built in reality. Lockdowns and increased working from home have led to a boom in home improvements, with extensions, home offices, and kitchen, bathroom and garden improvements. There will be a growth in large offices and empty retail space being converted into smaller units, or housing.



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



What is happening?

- Employing 40,800 people locally, the sector has 5,675 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.
- There are thousands of new houses being built across the city and county, accounting for 34% of spend on new projects. Major builds like Mercia Park and the new Glen Parva Prison, will bring new jobs to the area.
- The need for technical, STEM-based skills is growing - with increasingly advanced, technology-led methods, machinery and materials, particularly low-carbon related; by 2024 a third of the workforce will need Level 4+ qualifications. However, there are good, well-paid opportunities for those without such qualifications, through vocational and technical training routes, and dependency on traditional, skilled trades will remain high.
- 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.
- A new Construction Skills Hub opened in 2021, as a one-stop shop to help local people into the construction sector. See more detail here: www.leicesteremploymenthub.co.uk

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
- Harlow Bros



WHAT YOU COULD EARN

Carpenter/Joiner	£28K-£40K
Architect	£35K-£50K
Project Manager	£26K-£60K
Painter and Decorator	£20K-£40K
Electrical Trades	£25K-£60K
Civil Engineer	£20K-£60K
Quantity Surveyor	£18K-£80K
Construction Labourer	£16K-£29K
Plumber	£20K-£45K
Energy Assessor	£18K-£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.gov.uk/apply-apprenticeship www.housebuildingcareers.org.uk www.citb.co.uk

Logistics and Distribution

When you click 'place order' online, do you think about the all of 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 security. **The sector will increasingly rely on technical skills** – to oversee advanced and digitised technologies and processes, but welcomes young people with a range of skills, who can get in and can progress, if they have a 'can-do' attitude.



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



What is happening?

↑ Employing 68,400 people, **entry-level roles** include distribution clerk, some warehouse and delivery roles, IT 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, and likely to employ 15,000 people! It includes employers such as Asda, Britvic, BT and Toyota; an onsite training centre CLEAR (Centre for Logistics, Education and Research), has opened.

↑ 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. East Midlands Airport is part of the new East Midlands Freeport, a new 'free trade' area, bringing more jobs to Leicestershire.

↑ The SEGRO Logistics Park, 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, and state-of-the-art facilities from employers like GXO and The Very Group.

↑ Data analytics is increasingly 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 and greener initiatives across the sector is increasing, and new technology means that occupiers can make use of all interior space from floor to roof.

↑ Jaguar Land Rover have a 3 million sq ft global parts distribution centre under construction in North West Leicestershire at the Mercia Park site next to junction 11 of the M42.

↑ Vacancies in logistics regularly appear in the top five most advertised jobs locally.

↑ **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.

Other local employers include:

- ↑ HAE Global
- ↑ Neovia
- ↑ Ceva Logistics
- ↑ Pinnacle International Freight
- ↑ Scania
- ↑ Moran Logistics
- ↑ East Midlands Airport
- ↑ FedEx
- ↑ HW Coates
- ↑ Kinchbus
- ↑ Fred Sherwood group
- ↑ East Midlands Trains
- ↑ Pall-Ex
- ↑ Oakland International
- ↑ 3T Logistics
- ↑ Kuehne and Nagel
- ↑ Royal Mail
- ↑ Maritime
- ↑ Armstrong Logistics



WHAT YOU COULD EARN

Warehouse Operative	£17K-£27K
Transport Manager	£23K-£50K
Rail Engineering Technician	£18K-£40K
Train Driver	£35K-£55K
Supply Chain Manager	£24K-£60K
Warehouse Manager	£24K-£70K
Import Export Clerk	£18K-£30K
AI Engineer	£22K-£50K
Airport Baggage Handler	£18K-£26K
Large Goods Vehicle Driver	£22K-£50K

Skills and qualities

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



Explore career ideas at...

www.eastmidlandsairport.com www.ioc.uk
<http://lutterworth.magnapark.co.uk> www.novus.uk www.ciltuk.org.uk
www.slp-emg-travel.com www.nwslc.ac.uk/clear www.think-logistics.co.uk



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. This fast moving sector covers activities that reduce carbon or greenhouse gas emissions, including: energy sources and fuels, environmental goods and services (air pollution control; environmental consultancy; recycling; water supply) and low carbon activities like green building technologies. Leicestershire is home to several energy and low carbon related businesses, and three universities all with a focus on low carbon research and development. This is a growing sector, with 21,400 jobs across 1,020 employers locally, with a potential to create a further 4,500 'green recovery' jobs.



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

What is happening?

↑ Post lockdowns, there are some changes to the way we work and move around the area; local and national policy is looking at how to build a 'green recovery'.

↑ Companies are looking at how they can be greener, for example:

- Ibstock (bricks) procures 100% of its electricity from renewable sources.
- Leicester has its first fleet of electric buses.
- Loughborough University researchers are to help develop cutting edge drone robotics for autonomous, fast, solar plant inspections.

↑ Many organisations across industries have sustainability officers, to embed green practice like reducing environmental impact, 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.

↑ Wind energy, building technologies and alternative fuels are the largest low carbon specialisms locally.

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

↑ **Skills in demand** are production engineers, power distribution engineers, mechanical and electrical engineers, plumbing and heating engineers, wind and solar energy technicians, environmental scientists, electric vehicle engineers, green technologists.

↑ 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.

↑ **Skills needed will evolve in the future**, to include soft skills, technical skills such as data analytics, as well as knowledge of new technologies as they emerge.

Other local employers include:

- ↑ Smart Power Systems
- ↑ Intelligent Energy
- ↑ GenGame
- ↑ CENEX
- ↑ Rockhaus Developments
- ↑ Forest Rock
- ↑ DNV GL
- ↑ National Grid
- ↑ E.On Next
- ↑ Octopus Energy
- ↑ MIRA
- ↑ Environmental Energies Ltd
- ↑ Severn Trent
- ↑ Fischer Future Heat
- ↑ Earthsense

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	£20K-£45K
Green Building Technician	£20K-£45K
Solar Energy Technician	£20K-£35K
Sustainability Consultant	£21K-£45K
Waste Management Operative	£16K-£25K
Insulation Installer	£20K-£35K
Gas/Heating Appliance Installer	£20K-£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.euskills.co.uk/careers/ www.greenjobs.co.uk
www.tomorrowseengineers.org.uk www.ukri.org/councils/nerc
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. Technological adaptation that would normally have taken years occurred during the Covid-19 pandemic in a matter of months.

↑ Online shopping was accelerated by lockdowns, with some areas booming, like purchases of food, cleaning products, pet products, gym equipment, home office and home furnishings; but other areas like work clothing declining in sales.

↑ **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 areas like supermarket retail.

↑ Employing 46,615, retail is a significant sector here with large shopping centres, smaller boutique areas like St Martins and market towns with attractive shopping offers. There is a trend to shop more locally.

↑ Next, Joules, Topps Tiles, Watches of Switzerland and Dunelm have their headquarters here.

↑ Many store based independent shops have adapted to sell online and offer personal delivery services.

↑ Supermarkets offer a wide range of roles and there are options to progress to management.

↑ 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. Access to consumers and their data will be a big shaper of the future retail market, enabling more tailored services.

↑ **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 expanded, increasing stores and food in 2021.

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

↑ Rental of goods is increasing, in areas like fashion, furniture and white goods. There's a shift towards sustainability and the repair and refurbishment of goods will grow. Some consumers are also highly interested in the ethics and ethos of brands.

↑ Used car sales have been booming since lockdown.

↑ Lockdowns have had a significant impact on the sector, but there is some pent-up demand for spending and footfall to physical stores has been increasing since restrictions lifted; the High Street continues to assess creative and innovative solutions to address ongoing changes in consumer behaviour.

www.retailchoice.com
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 home to a vibrant and fast-growing sports and physical activity sector, with research-driven expertise, and globally recognised sports teams, athletes and facilities.

↑ The area 14 major sporting venues/clubs hosting national and international events, including Leicester City Football Club, Leicester Tigers, Leicester Riders, Leicester Hockey Club plus motor racing at Donington Park and Mallory Park, and horse racing at Leicester Racecourse see: www.active-together.org/PremierLocation

↑ Prior to Covid, the sector (16,900 jobs) comprised mainly of sports and fitness facilities, sports clubs, manufacturing and the sale/rental of sports equipment, but there is now a growing range of online and virtual reality sports activities. The interest in health, wellness, fitness wearables or fitness apps, 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. SportPark Loughborough University is home to many of the country's top sports governing bodies and national sports organisations. See: www.lusep.co.uk/tenant-directory

↑ The Loughborough Lightning Netball Team won the Vitality Super League in 2021 for the first time ever!

↑ **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.

*Covid-19 significantly affected the ability to run and attend sporting events, and to participate in group sports and events, but most areas have now re-opened.

www.active-together.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?
- ↑ With travel restrictions under the pandemic, many people have stayed in the U.K. 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. **Tourist attractions** include the King Richard III Visitor Centre, National Space Centre, New Walk Museum, Great Central Railway, National Forest, Twycross Zoo, Bosworth Battlefield, Stony Cove National Dive Centre, Triumph Visitor Centre, Belvoir Castle and Everards Meadows.
- ↑ The sector employs 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. Customer-centric skills are also key, with increased customer expectations and competitive, review-driven markets.
- ↑ The sector employs 48,300 people across 4,405 businesses. Job vacancies across the sector have been high since lockdown lifted and there are skills shortages in hospitality and catering, across all roles.
- ↑ **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. There is a Leicester and Leicestershire Tourism Growth Plan to grow the local sector going forward.
- ↑ Attractions will increasingly use immersive digital technology to enhance visitor experiences, like the Jewry Wall Museum.
- ↑ A new 191-bedroom Bespoke Hotel will open in 2022 by the Leicester Tigers Stadium.

www.careerscope.uk.net
www.visitleicester.info
www.eastmidlandsairport.com
www.goleicestershire.com
www.ukhospitality.org.uk



* Covid has caused significant challenges for this area of work, but the need for days out, holidays, events and eating out will not disappear. The sector has the potential to rebound with £390m of growth by 2030, aided by a staycation boom and pent-up consumer demand.

Public Services



- ↑ This area employs 22,218 people and includes the civil service, local government, emergency services, tax, libraries, immigration and the prison service. Public services were key in trying to limit the impact of pandemics, like Covid-19.
- ↑ **The range of apprenticeships available across all areas is increasing.**
- ↑ Local authorities and district councils have a wide range of careers, including roles in customer services, housing, transport, schools, business support and regeneration, leisure services and recycling.
- ↑ The army, navy and airforce also have multiple options within them, both in frontline roles and support services, such as engineering, communications and law.
- ↑ Post lockdown, numbers of Jobcentre Plus (DWP) staff have increased, to support people into work or into training for new roles.
- ↑ 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.
- ↑ Digital skills are key as new technology is used throughout organisations to improve engagement with citizens and enhance services.

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



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.

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.

↑**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 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!

DID YOU KNOW?
More new businesses were created in Leicestershire in 2020 than any other year in the past decade.

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.

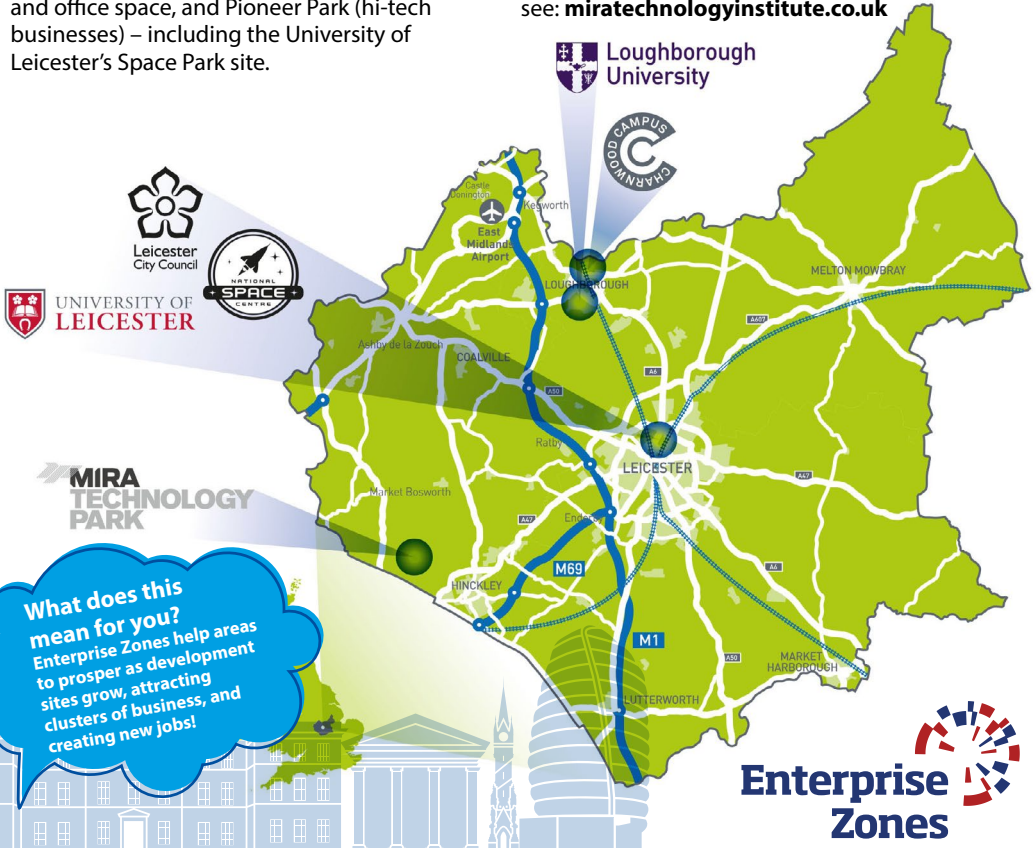
Leicestershire has two Enterprise Zones which are:

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)

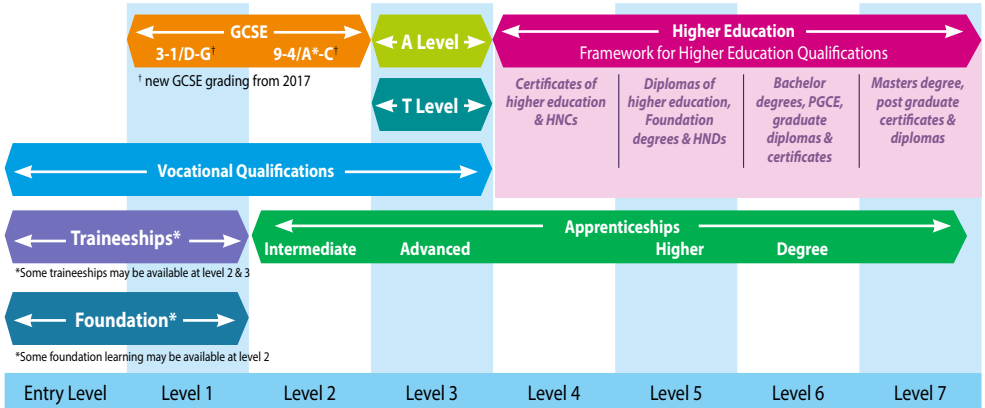
- ↑ The largest automotive technology park in Europe, with fantastic £300m test facilities available
- ↑ Over 40 businesses onsite and over 500 jobs created since 2011
- ↑ Home to a hi-tech MIRA Technology Institute (MTI), a bespoke global centre for skills to support the automotive sector, see: miratechnologyinstitute.co.uk



Qualifications and pathways

Which qualifications?

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



You must stay in some type of education or training until you are 18, see: www.gov.uk/know-when-you-can-leave-school

There are several 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 time off the job to study, typically 80% industry/job based learning and 20% classroom learning), but this can be taken as a 2-3 week block if more suitable. There are hundreds of different apprenticeships, and a growing number of degree apprenticeships! If you choose to apply for a vacancy, there is a process of application and interview. You'll need to demonstrate to an employer that you have the drive, enthusiasm and commitment for the role; they will select the best candidate for the apprenticeship. Also see page 30 - work experience is a great way to enhance your chances.

See: www.gov.uk/apprenticeships-guide. Explore films on different apprenticeships on: www.amazingapprenticeships.com, FE Colleges and training providers advertise apprenticeship vacancies on their websites too.



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. After studying a T level, options are to progress into Higher Education, a higher and degree level apprenticeship or skilled employment. 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 from 6 weeks up to 1 year, though most traineeships last for less than 6 months. See 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**, for young people aged 16-24 with learning difficulties or learning disabilities, who want to get a job and need extra support to do this, providing work experience, training, and qualifications.

Entrepreneurship

Setting up your own business is also an option, see page 22.

Work with training

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.

Kickstart

This is a scheme for unemployed 16-24 years olds on Universal Credit, giving them a six month paid work placement. See: jobhelp.campaign.gov.uk/kickstart

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. Schools and colleges should have post-16 options on their websites, plus any post-16 pathways that they offer. You can also get information, advice and guidance on courses and apprenticeships from your school careers lead. Consider what option best suits you and your strengths and interests, also see: nationalcareers.service.gov.uk

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, T Levels 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. T Levels give you a good work placement combined with a majority of college time.

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.notgointouni.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 Higher Education? Post-18 and UCAS points

You can progress to university or to a college that offers a higher education course 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
See also: www.pathwaystohe.ac.uk

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

Learn about apprenticeships and search for vacancies on the National Apprenticeship Service website: www.gov.uk/apply-apprenticeship

TOP TIP

You can set up email and text alerts for apprenticeships. You'll receive an alert when there's an apprenticeship that matches your search, see: www.gov.uk/apply-apprenticeship

The Leicester Employment Hub holds local apprenticeship and job fair events, see: www.leicesteremploymenthub.co.uk

Youth Hubs, careers and jobs centres

There's a new Youth Hub in Leicester, to help young people with jobs and training, see: www.leicesteremploymenthub.co.uk and also one in Charnwood, see: www.loucoll.ac.uk/careers-hub with more to follow in different areas. Job Centres, and the National Careers Service can also help.

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.

TOP TIP

Get a job app on your phone or tablet to give you easy access to vacancies and information.

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 events or fruit picking) and at Christmas (retail, warehouse, production lines, hospitality). 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 to work - you will gain new skills and make new contacts! See the back page for organisations who can help.



Looking for work if you have a disability



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 Disability Employment Adviser 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 or www.evenbreak.co.uk/en

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.

Also see: the National Careers Service - options with an Education and Health Care Plan nationalcareers.service.gov.uk/careers-advice/options-with-education-health-and-care-plan

In recent years, students with a disability or health condition have 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.

FILL YOUR TOOLBOX WITH SKILLS

Build a 'tool-box' of skills over time that you can take from one job to another.

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.

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.

↑ Virtual work experience is a great opportunity to gain new skills, experience and learn about an industry in the virtual setting! See: barclayslifeskills.com/i-want-virtual-work-experience/school/virtual-work-experience

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.



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.ncsyoes.co.uk



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.

'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, and some youngsters are also helping out in family businesses.

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



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!

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! 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.

TOP TIPS!

Adapt your job search to maximise your chances of finding employment.

- 1) Develop your online presence
- 2) Boost your skills through work experience, and free online courses
- 3) Use a range of websites to source vacancies
- 4) Be open minded to different opportunities

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 and tailor your covering letter to the job you are applying for.

Julie Jones

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

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 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. Ensure that your email address looks professional and not an address that sends out the wrong messages.
- ↑ 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).
- ↑ Words that you use in a CV can help convey a positive message to the reader, words such as: reliable, trustworthy, logical, and hardworking.
- ↑ Include a covering letter with your CV.
- ↑ Read through the CV before you send it off, checking for any mistakes.
- ↑ Many websites, such as the **National Careers Service** (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



TOP TIP!

Ensure that your email address is professional. Avoid an inappropriate email address; it will create a negative impression and may result in your application being rejected.

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.
- ↑ There's lots of help on applying for apprenticeships here: www.apprenticeships.gov.uk/apprentices

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



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.

Preparation can win you the job or apprenticeship; you can shine if you do some company research, rehearse interview questions and be enthusiastic!

JOB

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!

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!



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

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.careemap.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
volunteer.valonline.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)

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 2071.

If you live in the city, call 0116 454 1770
for Connexions or call into 2 Wellington St,
Leicester LE1 6HL, or email:
Connexions@leicester.gov.uk, or visit:
www.leicesteremploymenthub.co.uk

Good Luck!

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