

# Next Steps to Future Me Handbook



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This section has information that is important to know no matter what you choose to do when you leave school.

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## About Us

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### Who We Are And What Do We Do?

The Future Me programme is here to offer a continued bridge of support after you leave school. Preparing to leave school is a very important step for you. We know that it is a very demanding time, but this is also a fantastic opportunity to gain independence and build resilience. It is normal to feel a mix of emotions and that is why we have created this leavers' booklet, filled with information and advice to help guide and support you onto whatever positive destination you choose.

### What Support Will You Get?

We share a number of opportunities with you via our channels which include our facebook community group [www.facebook.com/groups/800665367101883/](https://www.facebook.com/groups/800665367101883/) and our YST Young Person's Hub.

These online resources will signpost you to job opportunities, training experiences and networking events which have been designed to help you understand your options in detail. If you need assistance navigating around the Hub or joining our facebook community please get in contact with our Future Me Coordinator Nicole Quinn at:

[nicole.quinn@mcrpathways.org](mailto:nicole.quinn@mcrpathways.org).

## What Exactly Is The YST Hub?

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The YST **Hub** website has lots of useful information to help break down any barriers you may come across when transitioning from school. It provides access to resources including **housing, finances, applying for jobs and more**. You can also use it to contact the Future Me Team directly.

Throughout this booklet, if you see this symbol  it means there is further information on our YST website: <https://yst.mcrpathways.org/>

# I'm Not Sure Where To Start

There are many options for you to choose from once you leave school, so don't panic. Our helpful Future Me Team is here to guide you on your journey. You may feel confused at times about what pathway you want to choose, but remember, pathways are for exploring what interests you! Make sure you think carefully about your aims, passions and skills. Let's help you get started.

## Plan And Research

- What can I do based on my interests?
- Will this pathway bring me closer to my goal?
- Where is the location of the campus or job?
- Will I need accommodation?
- When should I apply for this? (key dates)
- What are the entry requirements for this course?
- Will I need a student loan for this course?
- What qualifications and experience do I need for this job?

These are the questions to ask yourself when thinking about your pathway. Take a look at each of the pathway routes that are of interest to you. There is an **activity section** further on in the booklet page 14, Which gives you a space to write out the answers to the above questions. This allows you the opportunity to do some further research.

### Take into consideration when looking at the pathways...

## Articulation

Some colleges and universities have an agreement set up called an 'articulation route' to university, via college.

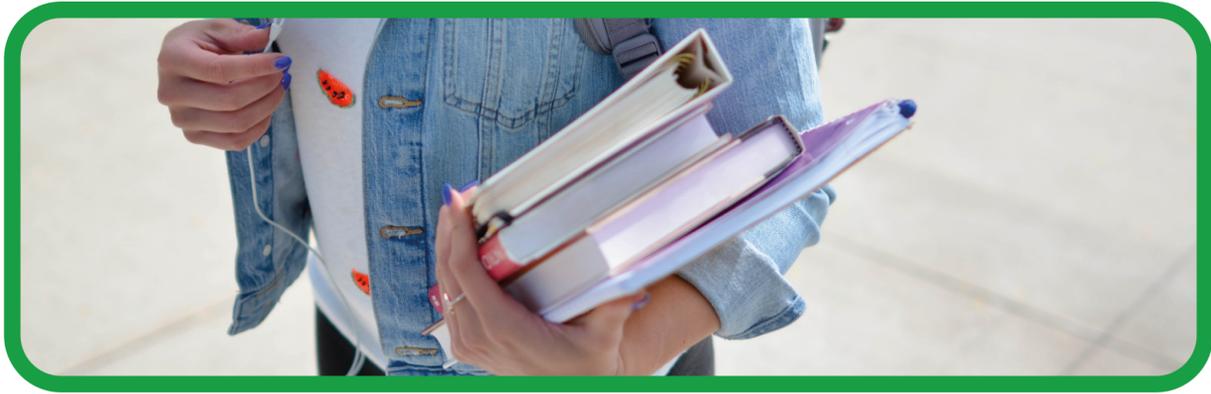
This agreement means that if you study an HNC or an HND at college, in some cases, you may be able to progress into University - going straight into either year two from HNC or year three from HND. This means you don't need to repeat a level of study. Below is an example of two routes that you could take, leading to the same end goal:

4 Year Degree (straight to University of Aberdeen)	College Route into a Degree (through NESCol and onto University of Aberdeen)
BSc Chemistry Year 1	HND Applied Sciences (Chemistry & Physics route) Year 1
BSc Chemistry Year 2	HND Applied Sciences (Chemistry & Physics route) Year 2
BSc Chemistry Year 3	
BSc Chemistry Year 4	

## Contextualised Admission

‘Contextualised admission’ is a term used by universities where they take into consideration additional information when students apply for a course. They understand that grades can be influenced by a range of factors such as an individual's background, the area they grew up in, or if they are care-experienced. All students with potential to succeed, who meet a contextualised set of entry requirements, will be guaranteed an offer to complete university.

<https://yst.mcrpathways.org/support-including-contextualised-admissions-for-care-experienced-students/>



## College

Going to college is a huge life transition and it plays a really important factor in achieving your academic and personal potential. College is an institution that provides further and higher education, with a significantly smaller number of students in your class, compared to university. Typically, each college offers a variety of courses and qualifications to match your interests. Learning takes place in a classroom environment alongside a wide range of ages of students which is a great opportunity to meet others from all walks of life.

Most colleges offer full time, part time, evening and weekend courses, so you can choose an option to work around your schedule. Each college often has an advice and guidance team that can help you with applications or assist with any additional information that you may need.

### What Are SCQF Levels?

The Scottish Credit and Qualifications Framework provides a way of comparing qualifications and helps indicate the complexity and difficulty of a course. There are 12 levels, ranging from National 1 which you start at school - such as access courses - to level 12 which gains you a doctoral degree.

**The table below from SCQF shows you how qualifications fit together at each level:**

SCQF Levels	SQA Qualifications		Qualifications of Higher Education Institutions	SVQs/MAs
12			Doctoral Degree	Professional Apprenticeship
11			Masters Degree, Integrated Masters Degree, Post Graduate Diploma, Post Graduate Certificate	Professional Apprenticeship SVQ 5
10			Honours Degree, Graduate Diploma, Graduate Certificate	Professional Apprenticeship
9		Professional Development Award	Bachelors / Ordinary Degree, Graduate Diploma, Graduate Certificate	Technical Apprenticeship SVQ 4
8		Higher National Diploma	Diploma Of Higher Education	Technical Apprenticeship SVQ 4
7	Advanced Higher, Awards, Scottish Baccalaureate	Higher National Certificate	Certificate Of Higher Education	Modern Apprenticeship SVQ 3
6	Higher, Awards, Skills for Work Higher			Modern Apprenticeship Foundation Apprenticeship SVQ 3
5	National 5, Awards, Skills for Work National 5			Modern Apprenticeship SVQ 2
4	National 4, Awards, Skills for Work National 4	National Certificate	National Progression Award	SVQ 1
3	National 3, Awards, Skills for Work National 3			
2	National 2, Awards			
1	National 1, Awards			

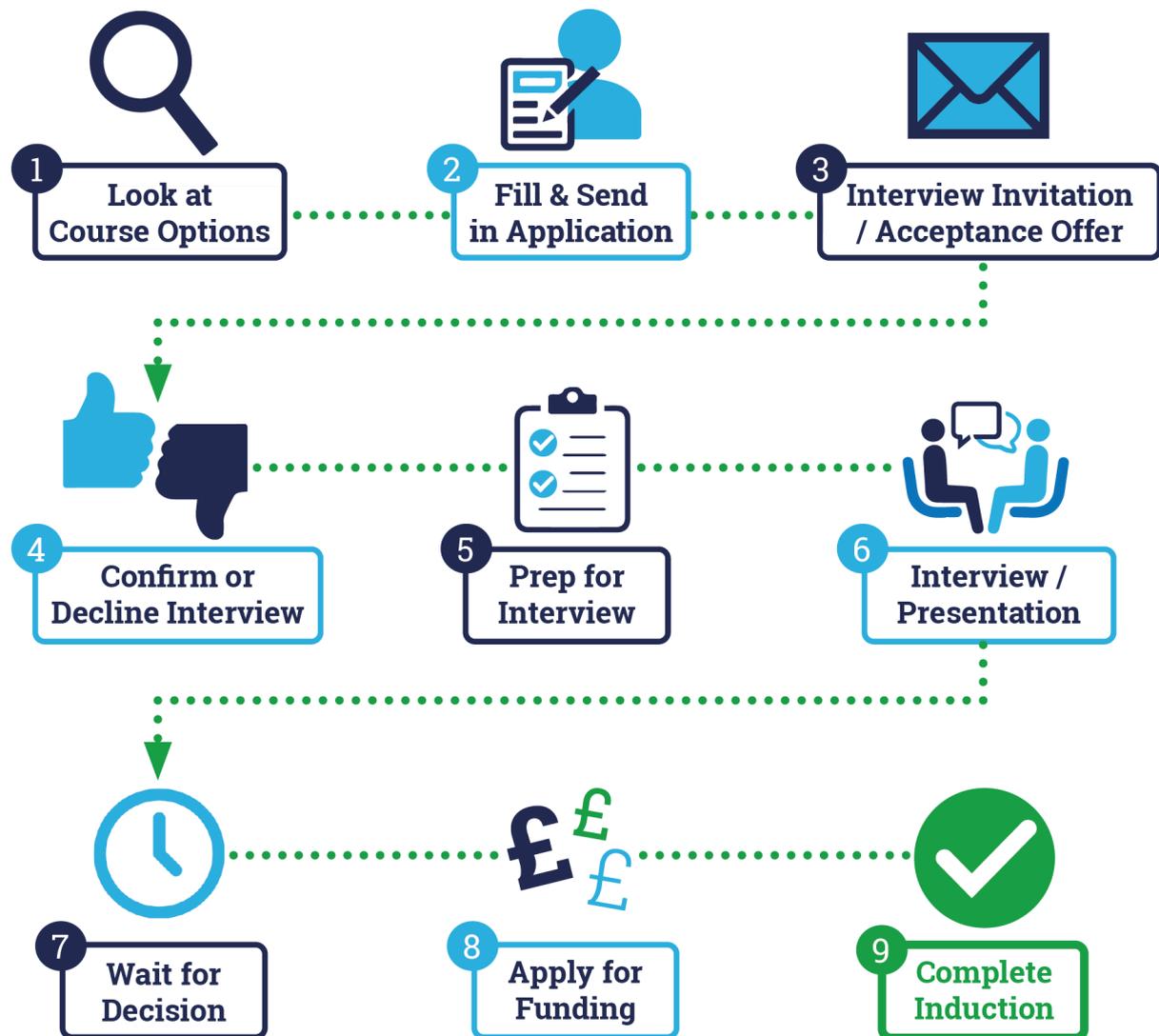
## What SCQF Levels Are Offered At College?

**National Certificate (NC)** is ideal for those with no formal qualifications and includes Standard Grades, National Units, National courses and Group awards.

**Higher National Certificate (HNC)** is a vocationally focused, higher education qualification. It takes one year to complete and it allows students to apply to an HND programme in the same subject. It is also possible to progress on to year one or two of a university programme, with relevant grades from your HNC course. Your course will consist of a minimum of twelve subject units over the year.

**Higher National Diploma (HND)** is a higher level qualification which can lead to employment. Alternatively, some students who graduate from an HND course can progress on to university and transfer to the second or third year of the university degree course in some cases. HNDs will consist of a minimum of fifteen subjects over the year.

## Applying For College Process





## University

Going to university is an extremely rewarding opportunity to expand your skills, build your peer group and gain confidence. We suggest, if applicable, that you **tick the box** in the care section of the UCAS application form. This allows colleges and universities to send you important information informing you of the support you may be entitled to. Care experience refers to anyone who has been, or is currently, in care. This care may have been in many different settings. Some universities differ in their definition of care experienced students, so it is worthwhile getting in contact with the university you are applying to or doing some research online. Ticking the box doesn't mean that you are obliged to accept any help immediately, however it is good to know that you have the support there, if needed, with things like financial assistance.

Applying to university may seem overwhelming, but here are some steps to help you prepare with your transition from school to university.

### Get Your Application Started For University

#### Register With UCAS

- Fill in your details, qualifications and course choices (you can choose up to 5 courses)
- Write your personal statement (length – up to 4,000 characters or 47 lines, that's around 650 words, so be clear, concise and relevant). Your personal statement will often be too long as a first draft - this is fine! It is better to have everything you want to talk about written down, then cut it down to make it really concise and relevant. Typing it into a Word document and pasting it into UCAS when you are finished is a great way to draft.
- The Studential website has lots of really useful examples, rated by stars, for lots of different subjects: <https://yst.mcrpathways.org/university-personal-statement-examples/>
- Make sure you don't copy as the UCAS software detects any similarities and this could jeopardise your application. It is a good idea to close any examples you've been reading before you write your own.
- Include your reference and pay your application fee.

All information for UCAS including fees can be found at <https://www.ucas.com/>

## Application Update – Track UCAS To See Updates

If you are accepted with an **unconditional offer**, this means you have been offered the course you picked. Congratulations! Visit our YST [Hub](#) for more information on financial support and settling into university.

If you receive a **conditional offer**, this usually means your offer is confirmed as long as you meet the conditions. For most people, this means waiting for your exam results to make sure you have achieved the course entry requirements.

## Considering Medicine/Dentistry?

If you're thinking about applying for either of these subjects, there are some added requirements that are really important to be aware of. Use the checklist below to keep you right:

**1. Tell your guidance teacher as soon as possible** Even if you're not 100% sure you want to apply, it's really important that your guidance teacher knows you are thinking about it. They'll need to be one step ahead with writing your reference because the deadline is earlier for these courses.

**2. Check your key dates** These applications tend to take a bit of thinking ahead and it's up to you to make sure you're on top of meeting the requirements. You will need to:

- have had work experience to reflect on before you apply
- have sat your UCAT test the summer before you apply
- have your application ready for your guidance teacher to write your reference in plenty of time.

Ask your mentor or Pathways Coordinator to help you find information from the UCAT website. This will tell you about important deadlines and how to book your test.

**3. Find out if you're eligible for the Reach programme** The Reach programme may be running at your local university and can provide support with course requirements, applications, interviews and opportunities. They are based in Glasgow, Edinburgh, St Andrews, Dundee and Aberdeen.

Ask your mentor or Pathways Coordinator to help you check your Reach eligibility.



## Apprenticeships

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### Earn While You Learn!

Apprenticeships are an extremely rewarding and excellent way to learn on the job, gain access to a sector you want to work in, all while gaining experience as you earn a salary. Apprenticeships can help you put your foot in the door, if you become a valued member of the team, and can benefit you if any job opportunities come available. Usually, you'll spend 80% of the working week at your place of employment, and 20% at your place of study. There are over 80 apprenticeship frameworks with a variety of opportunities ranging from construction to healthcare and lots more.

There are 3 different types of Apprenticeships available:

- Foundation Apprenticeship
- Modern Apprenticeship
- Graduate level Apprenticeship

### Foundation Apprenticeship

This apprenticeship is a great way to build up your knowledge and broaden your options to gain those entry qualifications for college or university. Foundation apprenticeships begin in S5 or S6. You will spend part of the week out of school at college and with a local employer getting hands on experience. Completion of this apprenticeship will give you the opportunity to progress onto a Modern apprenticeship or a Graduate apprenticeship if that is the route you chose to do. There are currently 15 Foundation apprenticeship subjects to choose from.

<https://yst.mcrpathways.org/foundation-apprenticeships-2/>

### Modern Apprenticeship

If you are passionate about a particular industry, Modern apprenticeships offer valuable work experience and allow you to gain industry-recognised qualifications. It allows you to learn how the industry works without having to study and be in a classroom full time. The funding contribution towards the cost of training is prioritised to 16-24 year olds.

## Graduate Level Apprenticeship

Graduate apprenticeships offer work based opportunities up to a masters degree level. There are currently four graduate level apprenticeships, with more in development.

- IT: software development
- IT: management for business
- Engineering: design and manufacture
- Civil engineering

For additional information on what these types of apprenticeships have to offer, please visit the UCAS website where there are videos you can watch.

<https://www.ucas.com/alternatives/apprenticeships/apprenticeships-scotland/what-apprenticeships-are-available-scotland>

To search for apprenticeship vacancies, as well as researching what the foundation apprenticeship subjects available in scotland, visit:

[www.apprenticeships.scot](http://www.apprenticeships.scot)



## Employment

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Many of you will be taking the leap from school into a job. Whether that's part-time work while you study, or full-time work, going straight into employment is a great transition for developing your interpersonal skills and gaining experience. There's a few things you'll need to have in place to make a successful transition from school to work. Don't worry about lack of experience! Most employers value the benefits of a young person coming into their workplace and see this as a fresh perspective.

**Start by identifying your career goals.** This enables you to move step-by-step, towards your career aspirations.

**Get your CV prepared.** The goal of a CV is to show an employer that you have the skills and qualities needed for a job. It is important to highlight your achievements and qualifications. Volunteer experiences and clubs can be a great addition to a CV if you do not have a lot or any work experience. Below is a template of a CV to get you started.

 [School Leaver CV Template](#)

It's also important to practice your interview technique. The more you prepare, the more confident you will be. Here are some tips to help you:

### **Reflect on your skills relating to the job description and person specification.**

These two key things will help you understand what the job involves, whether it is right for you, as well as helping you to know what to expect from interview questions. It is a good idea to think about the skills you have and match these with the skills and experiences the employer is looking for. For example, if the job involves working with customers, think about a time when you used your skills to help someone by talking to them (particularly if you did this as a volunteer, in a job, or even being a school prefect). Interviewers often ask you to give examples of a time you showed a particular skill that you would need to do the job. When you are preparing, think about a STAR answer:

**Situation** - What was the situation you were in? Give a bit of context here.

**Task** - Was there a problem that needed to be solved?

**Action** - What did you do about it?

**Result** - How did things turn out? If it went well, why? If not, what would you do differently next time?

This [video](#) can give you more information about giving STAR answers.

**Research and ask people about common interview questions.** This is a great way to prepare for more general questions. Some that often come up include: ‘Why do you want to do this job/work for this company?’ ‘What are your strengths and weaknesses?’ ‘Where do you see yourself in 5 years?’

The more you think about our own skills and experiences beforehand, the better prepared you will be.

**Plan your wardrobe.** Generally a job interview calls for you to wear something smart, however it is good to have a look at the company’s website to get more insight. It is important you look presentable as that’s what will make a good first impression.

**Research the job you are applying for.** Demonstrating that you know what’s going on in a particular industry is great for the interview. This can involve finding out about the company, as well as learning more about what the job involves. You can use resources such as My World of Work and people you know who have worked in the industry.

**Planning the journey the day before.** Check how long it will take you to get there. This will ensure that you’re not late, arriving a few minutes before the interview starts will look good, show that you are eager and that you manage your time-keeping well.

## Always remember to value yourself and stay positive!

Below are some useful websites to search for a job. These websites are really handy for putting in your location to search for nearby jobs and they also offer a search engine to set up alerts for a specific job title or company that you are interested in.

- <https://www.myjobscotland.gov.uk/>
- <https://www.careerbuilder.co.uk/>
- <https://uk.indeed.com/>
- <https://www.gov.uk/find-a-job>

My World of Work is a very useful website from Skills Development Scotland that has lots of information about different career opportunities. They have grouped similar careers together to make it easier for you to explore.

Visit: <https://www.myworldofwork.co.uk/my-career-options/job-categories>

Setting up a linkedin account will also help broaden your network. It is a great way to keep in touch with the people you meet professionally. It allows you to register for job alerts which will be tailored to your areas of interest.

To start up a profile visit [www.linkedin.com](http://www.linkedin.com).

# Funding For College And University

## Further Education

SCQF	Qualification	Funding awarded
3	ACCESS	Supported by the college through a non-repayable Bursary
4	NC, NPA	
5	NC, NQ, NPA	
6	NQ	

## Higher Education

SCQF	Qualification	Funding awarded
7	HNC	Course paid for by the Student Awards Agency for Scotland (SAAS)
8	HND, HE Diploma	
9	BA	Living support available with a repayable Student Loan
10	BA (Hons)	

 Each campus has a dedicated student finance department who can offer excellent advice and guidance on what is available. Below is a brief explanation of support available.

- **Education Maintenance Allowance (EMA)** (£30.00 per week paid fortnightly) for ages 16-19 year olds who want to continue learning. For more information please go to <https://www.mygov.scot/ema?via=http://www.emascotland.com/>
- **Student Awards Agency for Scotland (SAAS)** is an executive agency of the scottish government and helps support you with tuition fees, bursaries and supplementary grants if you're eligible.
- **Care Experienced Bursary** The Care Experienced Bursary is a non-income assessed, non-repayable grant of £8,100 per year for eligible students in full-time Further (FE) or Higher Education (HE) at college or university with care experience.
- **Care Experienced Accommodation Grant** If you're Care Experienced and need help with your accommodation costs during the summer holidays, you may be eligible to apply for the Care Experienced Accommodation Grant. The maximum that they can offer is £105 a week.

For additional information on eligibility and how to apply please visit [www.saas.gov.uk](http://www.saas.gov.uk)

# Future Me Plan and Research Activity

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The pathway that interests me the most is:

I think this pathway works for me because my interests are:

I have chosen this pathway because I think it will help me achieve my future goal which is to become:

What entry requirements and experience do I need to be accepted to study or get the job I want?

Do I need to volunteer and build up my CV?

Where is the location of the campus or job?

Do I need to relocate?

If the answer is no, will I have enough time to get to my location in the mornings?

My back up plan is:

# What Are My Rights?

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## Minimum Wage And Apprenticeship Rates

To get the minimum wage workers must be at least the school-leaving age. It is illegal for your employer to pay you less than the National minimum wage. If you are an apprentice you will be entitled to the Apprentice rate if you are aged under 19.

If you are being underpaid and feel uncomfortable talking to your employer about this, then call the ACAS helpline. This helpline provides confidential advice to employees on their rights.

Visit <https://www.acas.org.uk/advice> to ask questions or call the ACAS helpline on

**Telephone: 0300 123 1100**, available Monday to Friday, 8am to 6pm.

For updated information regarding what you are legally entitled to from your employer or to check out apprenticeship rates please visit <https://www.gov.uk/national-minimum-wage-rates>

## Payslips

Payslips are given on or before the day someone gets paid an employer must give you a payslip by law. It will show:

- how much pay you're getting for a certain time period
- what has been taken from your pay ('deductions'), for example tax and National Insurance (NI)

## Discrimination

It is against the law for you to be discriminated against. If you are treated differently from others because of your age, gender, religion or beliefs, race including colour, nationality, ethnic or national origin, sexual orientation or because of a disability then this is classed as discrimination. To learn more about the types of discrimination such as indirect discrimination and how to take action please visit <https://www.citizensadvice.org.uk/law-and-courts/discrimination/>

The Equality and Human Rights Commission Helpline is also there to give information and guidance on discrimination and human rights issues 0845 604 5510 9:00am–5:00pm, Monday to Friday.

# Leavers Checklist

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## Birth Certificate

This is proof of your identity and will help you apply for a photographic ID and open a bank account. You can get a copy of your birth certificate from your local registry office.

## Bank Account

No matter what progression route you take, a bank account is something you will need to receive wages, student loans, bursaries and pay bills. To open an account you usually have to fill in an application form.

**Please Note:** When opening your account you will need 2 forms of ID including your full name and date of birth.

Examples of ID are:

- Passport,
- Drivers License or Birth Certificate
- Proof of Address

If you are having difficulty opening a bank account please get in contact with our Future Me Team for assistance.

## National Insurance Number

Employers will look for this before you start working in a job. Your National Insurance Number ensures your contributions and tax are recorded.

## Personal Statement

A personal statement is a short summary of your education, experiences and achievements. If you are applying to a college or university course or even an apprenticeship you will need to create a personal statement.

## CV

A CV (or resume) is a document used when applying for jobs. It shows employers your previous experiences, education, jobs and any other relevant training that you have done.

## Photographic ID

Many employers will request photographic ID to prove your identity when starting a job. There are many forms of photographic ID that will be suitable including; passports, driving licenses, citizen's card, Young Scots card and any other form of ID with the Pass hologram on it.

## Proof Of Address

Another way to prove your identity is by having a letter. This letter could be a bank statement, a utility bill, mobile phone statement, social work or hospital letter. This will help for a first time PVG application which asks for 5 years address history and 3 years for a credit check for mortgages, finance on cars/furniture etc.

# Who Is There To Support Me?

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The Future Me Team understands that even if you plan ahead, sometimes life events happen which cause unexpected barriers that you couldn't have possibly prepared for. We offer a listening ear to help you along the way, however, if things get too much for you, we have also put together a list of key services that provide the specialised support you may need. Remember it's okay not to feel okay and you can get through this difficult time. You are not alone. 🔍

**PLEASE NOTE If your life is in immediate risk, call the emergency services on 999**

Name	Mental Health Support they Provide	Contact Details
<b>Samaritans</b>	Samaritans Provide a vital lifeline for people in crisis and distress. They are there to listen, no judgement, no pressure, and help you work through what's on your mind.	<b>Helpline: Call 116 123</b>  <b>Website: <a href="#">Samaritans Scotland</a></b>  <b>Email: <a href="mailto:jo@samaritans.org">jo@samaritans.org</a></b>
<b>Breathing Space</b>	Breathing Space is a free and confidential phone line for anybody experiencing low mood or depression.	<b>Helpline: 0800 83 85 87</b>  <b>Website: <a href="#">Breathing Space</a></b>
<b>Carers UK</b>	Support for unpaid carers for family or friends. Caring affects us all at some point in our lives. They are here for you when that happens.	<b>Helpline: 0808 808 7777</b>  <b>Website: <a href="#">Carers UK Scotland</a></b>
<b>Anxiety UK</b>	Advice and support for people living with anxiety.	<b>Helpline: 03444 775 774</b>  <b>Text: 07537 416 905</b>  <b>Website: <a href="#">anxietyuk.org.uk</a></b>
<b>Housing Rights</b>	Their aim is to provide long-term solutions for people who are homeless.	<b>Helpline: 0808 800 4444</b>  <b>Website: <a href="#">Housing Rights</a></b>
<b>LGBT Youth Scotland</b>	National charity for LGBTI young people.	<b>Text: 07984 356512 (Mon - Fri)</b>  <b>Email: <a href="mailto:info@lgbtyouth.org.uk">info@lgbtyouth.org.uk</a></b>  <b>Website: <a href="#">LGBT Youth</a></b>

# Care Experienced Support At Universities And Colleges

## Contact Details

We recommend that you contact the college or university you are interested in if you have any queries about the support they offer to care experienced students, so that they can provide you with up-to-date information. There should be a named point of contact at every university in Scotland for care experienced students who you can contact for information and advice.

Name	College/University	Role	Contact Details
Anna Johnston	University of Aberdeen	Named contact	accessaberdeen@abdn.ac.uk
Hazel Petrie	Abertay University	Advisory Service Manager	advisory@abertay.ac.uk
Joan Muszynski	University of Dundee	Student Support Advisor Widening Access and Participation Manager	j.m.muszynski@dundee.ac.uk j.r.d.blicharski@dundee.ac.uk
Edinburgh Cares Team	University of Edinburgh	Widening Participation Team	edinburghcares@ed.ac.uk
Dr Peter Tormey	Edinburgh Napier University	Senior Widening Participation Officer	p.tormey@napier.ac.uk
Dan Keenan Kirstin Henry	University of Glasgow	Widening Participation Articulation Officer Top-Up Programme Co-ordinator	daniel.keenan@glasgow.ac.uk kirstin.henry@glasgow.ac.uk
Angela McIntyre	Glasgow Caledonian University	Named contact for care leavers support	careleavers@gcu.ac.uk
Margaret Robertson Leeanne McKenna	Glasgow School of Art	Named person at the GSA for care experienced students Named contact before the applicant becomes a GSA student.	m.robertson@gsa.ac.uk le.mckenna@gsa.ac.uk
Suzanne Ewing	Heriot-Watt University	Widening Participation Officer	s.ewing@hw.ac.uk
Kathleen Moran	University of the Highlands and Islands	Schools Recruitment Officer	kathleen.moran@uhi.ac.uk
Callum Maguire	Queen Margaret University	Head of Widening Participation and Outreach	cmaguire@qmu.ac.uk

<b>Connor Anderson</b>	<b>Robert Gordon University</b>	lead advisor for Care Experience and Estranged students	c.anderson7@rgu.ac.uk
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<b>Amy McDermott</b>	<b>University of Stirling</b>	Widening Participation Manager	realiseyourpotential@stir.ac.uk
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<b>Louise Downie</b>	<b>City of Glasgow College</b>	Named Contact	careexperienced@cityofglasgowcollege.ac.uk
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