

Work Matters 2004/05

Facts about working in Bath and North East Somerset,
Bristol, North Somerset and South Gloucestershire



connexions

WEST OF ENGLAND



Learning+Skills Council
West of England

Contents

Introduction	1
Work Matters 2004/5	2 - 3
Building and Construction	4 - 5
Catering and Hospitality	6 - 7
Computers and IT	8 - 9
Engineering and Manufacturing	10 - 11
Environment, Animals and Plants	12 - 13
Financial Services	14 - 15
Hairdressing and Beauty Therapy	16 - 17
Health and Social Care	18 - 19
Leisure, Sport and Tourism	20 - 21
Motor Vehicle Repair	22 - 23
Retail and Wholesale	24 - 25
Security and the Armed Forces	26 - 27
Contact Details	28 - 29



Introduction

Welcome to Work Matters.

Work Matters has been written to help you take your first steps towards making those important decisions about your future.

This booklet will help you explore some of the many career possibilities open to you. Even if you don't know what you want to do - this will help you get started. We hope you find it useful and interesting. Even though we no longer talk about 'a job for life' we hope you manage to work throughout your life. Good luck with your future careers!



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Please contact us if you have any comments or questions about Work Matters 2004/05.

Work Matters 2004/05

Work Matters aims to give you basic information about the job scene in the West of England (Bath and North East Somerset, Bristol, North Somerset, and South Gloucestershire).

Twelve types of work are covered. If the type you are interested in isn't included - don't worry. There's lots of information you can easily get hold of which will tell you more.

We hope the next two pages will really help you to make the most of this booklet.

When looking at the information for each of the job areas (pages 4 - 27) - ask yourself the following questions:

Information	Ask yourself
How much will I get paid?	<ul style="list-style-type: none">• Why do some people earn more than others?• Apart from the money - why else do I want to do this sort of work?
Who does what?	<ul style="list-style-type: none">• Why are there so many different sorts of jobs in one industry?• How can people move from unskilled into professional jobs?
Some job suggestions	<ul style="list-style-type: none">• What other jobs do people do?
What's happening?	<ul style="list-style-type: none">• What can I do to improve my chances of getting a job?
What we think will happen	<ul style="list-style-type: none">• What skills can I learn to improve my chances of getting a job in this type of work?
Is this you?	<ul style="list-style-type: none">• How can I prove I already have some of these skills?• How can I learn the skills needed?
Numbers employed locally	<ul style="list-style-type: none">• How can I make sure I get one of these jobs?
What 16 year olds did in 2003	<ul style="list-style-type: none">• What are the advantages and disadvantages of starting work or training at 16?• I don't want to start work or training at 16 - what other things could I do?

Find out more

Use computer programmes such as Careerscape, Careers Information Database (CID) and Kudos. Look in the Connexions resource area for more information on:

- Qualifications
- Local training, further and higher education
- Skills and personal characteristics
- Rates of pay and working conditions
- Local, national and international employers
- Really useful websites. Start with www.connexions-direct.com/jobs4U - this will give you a taste of a number of careers as well as linking you to more information on any area that interests you.

What's work really like?

Work Experience is a great way to find out what the world of work is really like. It brings careers information to life and helps you to test out your ideas. Use your Connexions West of England Work Experience Log Book (or similar) to record what you learn. Even if you don't enjoy the experience you will know a lot more about working life, the types of jobs people do, what they like about their jobs - and what they don't like!

A Saturday or part-time job is another great way to experience work - and you can earn some money!

Key skills - you'll need them throughout your life

Whatever job you might be interested in, your key skills - communication; application of number; information technology; improving own learning and performance; working with others and problem solving - will be more important than you think. All employers look for key skills, as well as the special skills needed for a particular job. And don't think your key skills will only be important to get you your first job. You'll also need them throughout your working life.

Give yourself the best chance

It is important to start thinking about your career choice early on - even if you are planning to stay in full-time education. The courses you choose, work or school based, could affect the range of careers you will be qualified to enter later on. There are lots of great opportunities in this area - make sure you give yourself the best chance of getting what you want. Call the Learner Helpline to speak to an adviser for information and guidance.

Learner Helpline
0800 923 0323

Building and Constr

How much will I get paid?

	Gross weekly pay (£s)	Average annual salary (£s)*
Architect	703	36,600
Building Surveyor	638	33,200
Bricklayer	398	20,700
Civil Engineer	607	31,600
Construction Manager	660	34,300
Electrician	491	25,500
Labourer	352	18,300
Painter/Decorator	389	20,200
Plumber	445	23,100
Scaffolder	533	27,700

* Salary rates have been calculated using the average gross weekly pay rates for full time workers. Figures are for England. Averages can hide higher earnings, but with training and career development, high salaries can be achieved. Source: New Earnings Survey, 2003, O.N.S., © Crown Copyright

What's happening?

- The construction sector is vital in contributing to the national economy and in providing the essential infrastructure to support other sectors.
- Since 1998, employment in the construction sector locally has increased by 46%, compared to 7% growth across England. However, sector business leaders say that the lack of skilled workers is slowing down the rate of growth.
- In addition to the 25,600 employees working in the construction sector across the West of England area, Government statistics estimate that a further 12,000 are self-employed.
- As the majority of jobs within construction are skilled trades, training and qualifications are important. A recent local survey shows that just under half (46%) of people in the sector are qualified to at least Level 3. Recognised trade apprenticeships were completed by 14%. The vast majority (77%) feel that their qualification levels are 'about right' or for their job.
- Apprenticeships are a useful way of learning a profession in this sector while working and earning at the same time.
- Due to the local skills shortage, employers have to find their labour from a much wider area, resulting in an estimated 40% of the workforce being imported from outside the region.

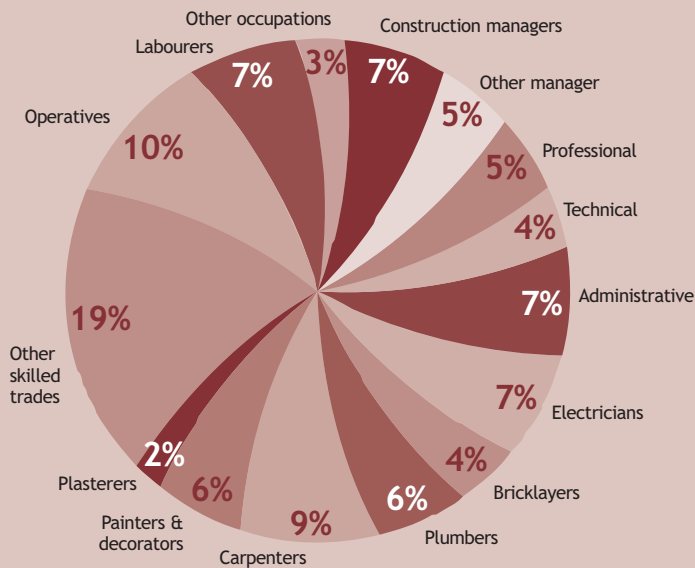
What we think will happen

- The construction industry in the South West region is predicted to have the highest growth rate of any region in the UK. An estimated 5,000 new recruits a year are needed locally to meet predicted growth.
- Major projects in Bristol such as the extension of the successful Temple Quay site and the redevelopment of Broadmead and the planned regeneration of Weston-super-Mare will maintain local demand in the construction sector.
- Carpenters, joiners, electricians, bricklayers and plumbers are the trades most in demand locally. However, it is also part of the Construction Task Force strategy that people in a trade should have several skills. This would also aid job security and career progression within the industry.
- Females are under-represented in the sector locally, making up only 5% of the construction work-force. Attracting more women into the industry could help alleviate shortages.
- If recruitment difficulties continue, there could be an increase in the use of factory-built (prefabricated) components, leading to an overall decline in employment in construction.
- There is a push to have the whole workforce qualified by 2010. This has led to the Construction Skills Certification scheme, proving job competence and health and safety on site.



uction

Who does what?



Labour Force Survey 2002, © Crown Copyright. Figures are for England

Is this you?

- Always paying attention to detail
- Like practical work and being outdoors
- Interested in craft, design and technology
- Could you develop these skills?

What 16 year olds did in 2003

In 2003 a total of 1926 Year 11 school leavers from local schools entered full-time employment or work based learning. Of this number 378 went into building and construction.

Source: Connexions West of England 2003

Numbers employed locally

Bath and North East Somerset	3,100
Bristol	12,100
North Somerset	3,000
South Gloucestershire	7,400

Source: Annual Business Inquiry, 2002, Nomis* O.N.S., © Crown Copyright .
* Does not include self-employed

Some job suggestions

- Architect
- Bricklayer
- Building Services Engineer/Technician
- Carpenter
- Civil/Structural Engineer
- Construction Manager
- Painter/Decorator
- Professional/Chartered Surveyor

5

Next steps...

If you're serious about a career in construction and the built environment - FIND OUT MORE!

Use Careerscape, the Careers Information Database (CID), Kudos and the Building and Construction section of your Connexions resource area for more information including:

- Qualifications
- Local training, further and higher education opportunities
- Skills and personal characteristics
- Rates of pay and working conditions
- Local, national and international employers

Really useful websites!

Construction Industry Training Board - www.citb.org.uk

National Federation of Builders - www.builders.org.uk

Careers in Construction - www.careersinconstruction.com

Engineering Construction Industry Training Board - www.ecitb.org.uk

Summit Skills - Sector Skills Council for Building Services - www.summitskills.org.uk

The Construction Task Force - www.constructiontaskforce.org.uk

Information on Apprenticeships - www.apprenticeships.gov.uk

Want to know more about making choices about your future? See pages 2 and 3.



Catering and Hospitality

How much will I get paid?

	Gross Weekly Pay (£s)	Average annual salary (£s)*
Bar staff	218	11,400
Chefs, cooks	300	15,600
Hotel porters	231	12,000
Kitchen and catering assistants	230	12,000
Publicans and managers of licensed premises	352	18,300
Receptionists	259	13,500
Restaurant and catering managers	424	22,000
Waiters, waitresses	222	11,600

* Salary rates have been calculated using the average gross weekly pay rates for full time workers. Figures are for England.

N.B. Salaries in the sector differ vastly depending the size of the type of establishment (i.e. hotel, restaurant, or commercial catering). Salaries can be increased considerably by gratuities and service charges, enhanced by benefits such as free meals on duty, staff car parking, free uniforms and subsidised or free accommodation.

Source: New Earnings Survey, 2003, O.N.S., © Crown Copyright

What's happening?

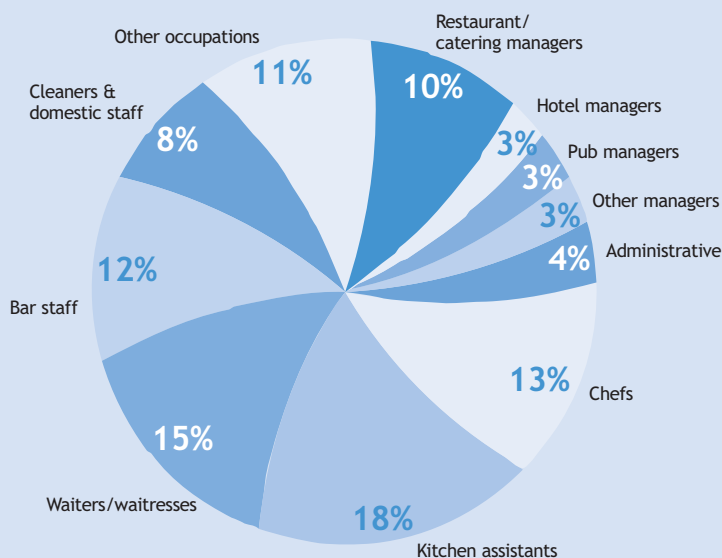
- The hospitality and catering industry includes a wide range of establishments such as hotels, hostels, restaurants, cafes, public houses, and contract catering. In the UK, 6% of the population work in this industry.
- There is a large number of small companies, with 75% of employees working for a company employing less than 50 people. This can limit career progression, since career development opportunities are more likely to come from the large firms than from the small private ones.
- Recent research indicates that the traditionally high rates of staff turnover in this sector may be due to individuals seeking greater career progression. However, there is enormous scope for movement between the industry's many and varied sectors.
- In addition to the 30,600 employees working in this sector locally, it is estimated that a further 2,800 people are self-employed.
- Since 1998, total employment in the sector has increased by 11% locally. However, this increase has not been steady, with levels fluctuating year on year.
- The catering and hospitality sector has a large proportion of people aged 25 and under (38%) compared to the average across all sectors (13%).
- Employment in the industry is mostly concentrated in Bath & North East Somerset and North Somerset, where catering and hospitality accounts for 8% of the total employee figure.
- Locally, 59% of employees in the industry work part-time. This compares to 33% across all industries in the West of England area.
- The sector skills agency for the catering and hospitality sector has highlighted the need to increase managerial and supervisory skills and qualifications.
- A recent local survey shows that 20% of people in the catering and hospitality sector hold no qualifications, a slightly larger proportion than across all industries (17%), whilst a slightly smaller proportion (66%) hold a level 2 qualification or above (72% across all industries).

What we think will happen

- Growth in the hospitality and catering sector is closely linked with the economy as a whole, and with consumer confidence.
- Particular skills shortages exist for chefs/cooks, and for managers with a range of skills including people management, problem solving, commercial skills and business acumen. There is also a need to develop knowledge of industry trends to secure repeat business.
- ICT skills are important in the industry, particularly in hotels, many of which are now developing e-marketing strategies both to develop new business and to retain repeat customers. This will lead to a merging of back office, administration and accounting data with front office customer care and guest histories.
- Chip and PIN credit cards are currently being introduced in order to decrease credit card fraud. These will replace signatures on paper with customers keying in their own PIN number when paying a bill. Recent reports suggest that many in the industry aren't aware of these changes, so employers will need to invest in the appropriate technology and train their staff in its use.
- Changes to licensing laws will increase flexibility regarding the opening and closing times for licensed premises. This will impact upon business growth and work patterns.



Who does what?



Source: Labour Force Survey 2002, © Crown Copyright. Figures are for England

Is this you?

- Good communication skills
- Well organised
- Good team worker
- Enthusiastic
- Calm under pressure

What 16 year olds did in 2003

In 2003 a total of 1926 Year 11 school leavers from local schools entered full-time employment or work based learning. Of this number 125 went into catering and hospitality related work.

Source: Connexions West of England 2003

Numbers employed locally

	Hotel/accommodation	Bars/Restaurants	Contract Catering
Bath and North East Somerset	1,500	4,400	600
Bristol	1,500	8,600	1,800
North Somerset	1,300	3,500	600
South Gloucestershire	1,300	3,900	1,400

Source: Annual Business Inquiry, 2002 Nomis® O.N.S., © Crown Copyright 2002 Nomis® O.N.S., © Crown Copyright.

Next steps...

If you're serious about a career in catering and hospitality - FIND OUT MORE!

Use Careerscape, the Careers Information Database (CID), Kudos and the Hospitality and Catering section of your Connexions resource area for more information including:

- Qualifications
- Local training, further and higher education opportunities
- Skills and personal characteristics
- Rates of pay and working conditions
- Local, national and international employers

For local information on jobs, careers, education and training contact the Tourism Task Force via www.tourismtaskforce.org.uk

Some job suggestions

- Baker
- Banquet/Events Manager
- Bar Worker/Manager
- Chef/Cook
- Food/Counter Service Assistant
- Hotel Porter
- Hotel Manager
- Hotel Receptionist
- Housekeeper/Housekeeping Manager
- Restaurant/Catering Manager

Really useful websites!

Springboard UK (hospitality, leisure, travel and tourism) - www.springboarduk.org.uk
 British Hospitality Association - www.bha-online.org.uk
 Hospitality Training Foundation - www.htf.org.uk
 People 1st, the Sector Skills Council for the hospitality, leisure, travel and tourism industry - www.people1st.co.uk
 Information on Apprenticeships - www.apprenticeships.gov.uk

Want to know more about making choices about your future? See pages 2 and 3.



Computers and IT

How much will I get paid?

	Gross weekly pay (£s)	Average annual salary (£s)
Computer Engineer	485	25,200
Database Assistant	314	16,300
ICT Managers	876	45,500
IT Operations Technician	565	29,400
Software Professional	637	33,100
Telecommunications Engineer	472	24,500

* Salary rates have been calculated using the average gross weekly pay rates for full time workers, and exclude bonus and over-time payments. Averages can hide higher earnings, but with training and career development, high salaries can be achieved. Source: New Earnings Survey, 2003, O.N.S., © Crown Copyright

What's happening?

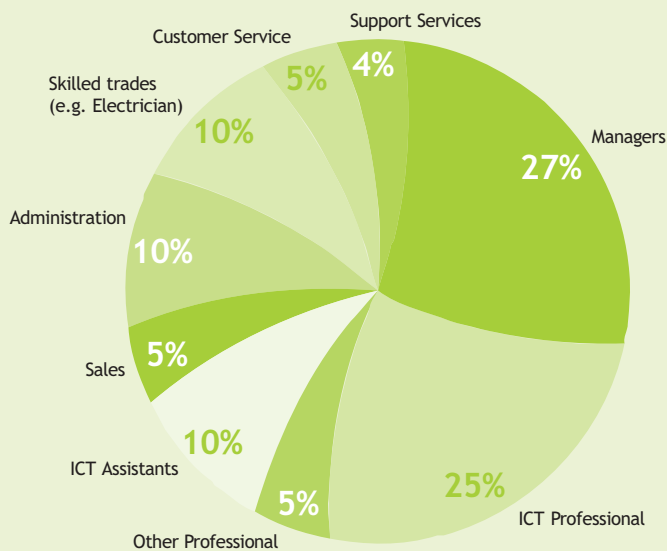
- Although the e-commerce 'boom' has largely ended there has been a gradual re-emergence of demand for contract staff and skills shortages remain for those with specialist skills.
- Between 1998 and 2002 there was a 25% increase in the number of people working in computers and IT locally. The biggest increase was in South Gloucestershire (55%) followed by Bath & North East Somerset (20%), North Somerset (10%) and Bristol (5%).
- The ICT sector requires highly skilled professionals. Employers are particularly interested in people with good team working and problem solving skills who can communicate well.
- The use of ICT is widespread both in the workplace and in people's homes. A survey showed that 74% of people in the local area use a computer, and 66% access the Internet. An estimated 92% of businesses use computers.
- Jobs in this sector can often involve helping others to use technology in their work. So good customer service and communication skills are essential.

What we think will happen

- Industry analysts predict that the sector will continue to grow, though this is likely to be more limited when compared with previous years.
- Traditionally information and communications technologies have been developed constantly, and new technologies appear frequently. This is expected to continue and will require people working in this sector to regularly update and improve their skills.
- Although people with skills at Level 2 will continue to be needed the demand is for skills at Levels 3 and 4. These higher skills give, for example, people the ability to install computer systems.
- Web based systems are continuing to develop and related skills, particularly in SQL (Standard Query Language) will be in demand.
- The Government will continue to invest in ICT for the public sector (see Health and Social Care) and its use will become increasingly important.



Who does what?



Source: Labour Force Survey, Autumn 2002. Figures are for England.

Is this you?

- Very good information technology skills
- Good communication skills
- Team worker
- Enjoy solving problems and putting together solutions
- Enjoy training and updating knowledge

What 16 year olds did in 2003

Opportunities for 16 year olds in ICT are limited. You generally need to be trained and skilled. 46% of workers enter after taking a course at NVQ (National Vocational Qualification) Level 4 at university or college of higher education. Continuous training to upgrade skills will be essential. Source: Connexions West of England 2003

Numbers employed locally

	Information Technology	Telecommunications
Bath and North East Somerset	1900	200
Bristol	5100	230
North Somerset	1200	100
South Gloucestershire	5000	3800

Source: Annual Business Inquiry, 2002 Nomis® O.N.S., © Crown Copyright 2002 Nomis® O.N.S., © Crown Copyright.

Next steps...

If you're serious about a future in information communication technologies - DON'T STOP NOW!

Use Careerscape, the Careers Information Database (CID) and Kudos computer programs to find out more information. Also look at the Computers and IT section of your Connexions resource area for more information including:

- Qualifications
- Local training, further and higher education opportunities
- Skills and personal characteristics
- Rates of pay and working conditions
- Local, national and international employers

Some job suggestions

- Helpdesk Administrator
- Network/Database Administrator
- Systems Analyst/Designer
- Software Engineer/Analyst Programmer
- Web Manager

Really useful websites!

The Sector Skills Council for IT and Telecommunications - www.e-skills.com

British Computer Society - www.bcs.org.uk

Institution of Electrical Engineers - www.iee.org.uk

Information on Apprenticeships - www.apprenticeships.gov.uk

Also see pages 2 and 3 for some ideas about what else you can use to answer your questions.



Engineering and Ma

How much will I get paid?

	Gross weekly pay (£s)	Average annual salary (£s)*
Assembler/Routine Operative	342	17,800
Electronic Engineer	712	37,000
Mechanical Engineer	628	32,700
Metal Working Fitter	475	24,700
Packer/Bottler/Canner/Filler	275	14,300
Production Manager	734	38,200

*Salary rates have been calculated using the average gross weekly pay rates for full time workers. Averages can hide higher earnings, but with training and career development, high salaries can be achieved. Figures are for England. Source: New Earnings Survey 2003, O.N.S., © Crown Copyright

What's happening?

- The engineering and manufacturing sector is varied and diverse. It ranges from the production of hi-tech electronic equipment to printing, and from food production to clothing. Employment and development opportunities are therefore also diverse.
- The comparatively low cost of manufacturing in other countries has led to a decline in the traditional areas of the engineering and manufacturing sector. Across England, employment in the sector has decreased by 15% since 1998. However, local employment levels have stayed the same due to the growth of highly-skilled technology, and research and development.
- Locally, 1 in 10 employees work within this sector, a total of 56,800 people. There is a concentration of aerospace engineering, printing and publishing within the West of England area, which account for 30% of engineering and manufacturing employment.
- The impact of technological change and the restructuring of the industry means there is a demand for management, professional and technical skills. There is, however, a decline in the craft and operator skills.
- Skill shortages remain across most engineering occupations, particularly in 'metal forming' trades.



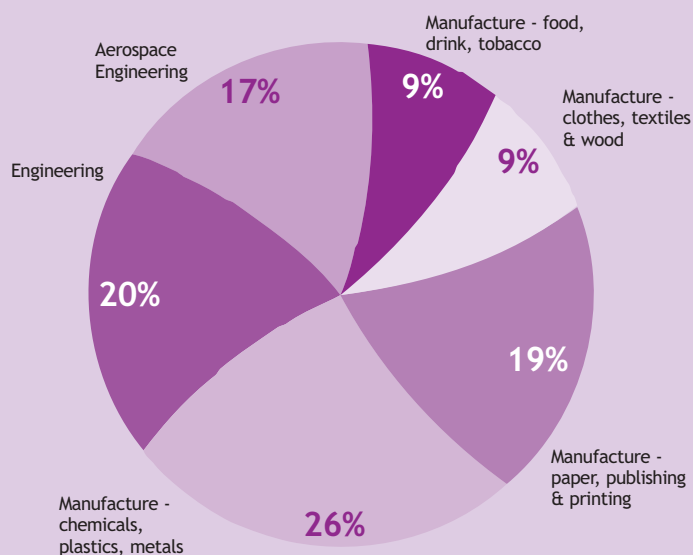
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What we think will happen

- Despite a general decrease in the manufacturing sector in recent years, the South West region has shown signs of improvement recently, with new orders in the UK rising for the first time since 2001.
- Skills shortages within the industry are likely to become more severe in the next 5 to 10 years if more young people do not enter the industry, as the current workforce is an ageing one.
- Continuing drives to boost productivity and increase competitiveness have resulted in an increased demand for more flexible, 'multi skilled' workers, who have both electrical and mechanical engineering skills.
- As customers place demands on companies to raise quality, delivery and service standards, increasing levels of customer service skills will be required.
- Environmental concerns have necessitated a reduction in emissions and waste within manufacturing. Environmental audits of businesses are becoming more commonplace and businesses will increasingly need to reduce effluent and toxic waste.

Manufacturing

Who does what?



Source: Labour Force Survey, Autumn 2002. Figures are for England.

Numbers employed locally

Bath and North East Somerset	8,500
Bristol	23,900
North Somerset	8,200
South Gloucestershire	16,200

Source: Annual Business Inquiry, 2002 Nomis® O.N.S., © Crown Copyright

Next steps...

If you're serious about a career in engineering and/or manufacturing - FIND OUT MORE!

Use Careerscape, the Careers Information Database (CID), Kudos and the engineering, manufacturing and production sections of your Connexions resource area for more information including:

- Qualifications
- Local training, further and higher education opportunities
- Skills and personal characteristics
- Rates of pay and working conditions
- Local, national and international employers

Is this you?

- Good at communicating ideas and theories
- Always pay attention to detail
- Interested in craft, design and technology

What 16 year olds did in 2003

In 2003 a total of 1926 Year 11 school leavers from local schools entered full-time employment or work based learning. Of this number 137 went into engineering and manufacturing related work. Source: Connexions West of England 2003

Some job suggestions

Engineering

- Chartered/Incorporated Engineer
- Chemical Engineer
- Engineering Craftsperson/Technician/Operator
- Sheet Metal Worker/Plater/Fabricator

Manufacturing

- Production Manager/Worker
- Plastics Process Operative
- Printer
- Quality controller/tester

11

Really useful websites!

Engineering Construction Industry Training Board - www.ecitb.org.uk

Enginuity - www.enginuity.org.uk

SCENTA - Science, Engineering and Technology - www.scenta.co.uk

SEMTA - Sector Skills Council for Science, Engineering and Manufacturing Technologies - www.semta.org.uk

Society of Women Engineers - www.swe.org.uk

Why not Chemical Engineering - www.whynotchemeng.com

Information on Apprenticeships - www.apprenticeships.gov.uk

Want to know more about making choices about your future? See pages 2 and 3.



Environment, Anim

How much will I get paid?

	Gross weekly pay (£s)	Average annual salary (£s)*
Environmental Protection Officer	533	27,700
Farm Managers	438	22,800
Farm Workers	318	16,500
Gardeners	301	15,600
Horticulturalist	290	15,000

* Salary rates have been calculated using the average gross weekly pay rates for full time workers, and exclude bonus and over-time payments. Averages can hide higher earnings, but with training and career development, high salaries can be achieved. Source: New Earnings Survey, 2003, O.N.S., © Crown Copyright

What's happening?

- Only 4% of the population in the West of England live within rural areas. Consequently traditional land based activities are not as noticeable in the local economy as in areas with a higher rural population.
- The majority of businesses in the environmental and land based sector are micro-businesses (i.e. they have 5 or fewer employees) and 60% are sole traders.
- The reforms of the Common Agricultural Policy are changing the focus of land use and management away from food production and towards maintaining the environment, enabling access and diversifying into leisure and tourism. Learning new skills is important.
- Sustainability is very important to this sector. This means looking after the environment in order to help the production of materials and attract people to spend their leisure time and money in associated businesses.
- Voluntary workers are a significant source of labour, with up to 500,000 regular and casual volunteers working within the sector.
- There is a demand for people with skills in ICT, marketing, financial management and fundraising.
- The average age of people in the land based sector is older than other sectors, indicating that fewer young people are taking jobs in the industry.

(Key source Environmental and Land-based Market Assessment 2003, LANTRA)

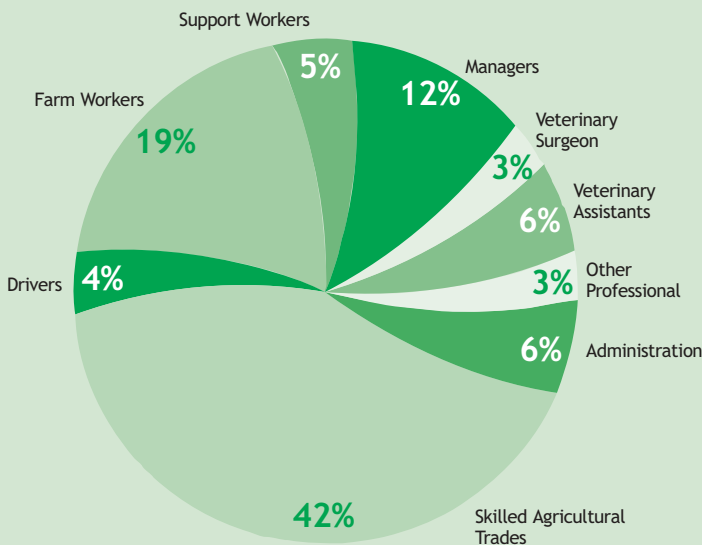
What we think will happen

- This sector will continue to diversify. The demand for skills in the provision of products and services linked to leisure, tourism, recreation, wildlife tourism or organic foods will be necessary.
- There is also expected to be an increased need for skills, knowledge and understanding of environmental management techniques to reduce the effect of emissions.
- The numbers of volunteers in this sector are expected to continue to increase and will result in some of those employed requiring good volunteer management skills.
- It is expected that employment in agriculture will continue to decline, particularly the number of men and self-employed people working in the sector.
- However a recent report forecasted that 34,000 recruits in skilled agricultural trades will be needed by 2012 to replace those who leave the sector through retirement.



als and Plants

Who does what?



Source: Labour Force Survey, Autumn 2002. Figures are for England.

Is this you?

- Good communication skills
- Confident with animals, but not over-sentimental
- Self-motivated
- Enjoy working outdoors

What 16 year olds did in 2003

In 2003 a total of 1929 Year 11 school leavers from local schools entered full-time employment or work based learning. Of this number, 31 went into land based related work.

Source: Connexions West of England 2003

Numbers employed locally

Bath and North East Somerset	1400
Bristol	500
North Somerset	1600
South Gloucestershire	2000

Source: Estimates based on June Agricultural Census 2002, DEFRA and the Annual Business Inquiry, 2002 Nomis® O.N.S., © Crown Copyright

Some job suggestions

- Countryside/Conservation Officer
- Farm Worker/Manager
- Forest Worker/Ranger
- Garden Designer
- Greenkeeper
- Groundsman/woman
- Horticulture Worker/Manager
- Kennel Worker
- RSPCA Inspector
- Veterinary Nurse/Surgeon

Next steps...

If you're serious about a career in the environment or with animals and plants - FIND OUT MORE!

Use Careerscape, the Careers Information Database (CID), Kudos and the Environment, Animals and Plants section of your Connexions resource area for more information including:

- Qualifications for particular jobs
- Local training, further and higher education opportunities
- Skills and personal characteristics
- Rates of pay and working conditions
- Local, national and international employers

Really useful websites!

British Trust for Conservation Volunteers - www.btcv.org.uk
(good experience and skills building opportunity)
Institute of Horticulture - www.horticulture.org.uk
Royal College of Veterinary Surgeons - www.rcvs.org.uk
The Sector Skills Council for the Environmental and Land Based Sector - www.lantra.co.uk
Information on Apprenticeships - www.apprenticeships.gov.uk

Want to know more about making choices about your future? See pages 2 and 3.



Financial Services

How much will I get paid?

	Gross weekly pay (£s)	Average annual salary (£s)*
Bank Manager	680	35,400
Bookkeepers/Wages Clerk	368	19,200
Counter Clerk	334	17,400
Financial Manager	1144	59,500
Insurance Estimator	556	28,900
Insurance Underwriter	749	38,900
Management Accountant	687	35,700
Records Clerk	329	17,100

* Salary rates have been calculated using the average gross weekly pay rates for full time workers. Averages can hide higher earnings, but with training and career development, high salaries can be achieved. Figures are for England. Source: New Earnings Survey, 2003, O.N.S., © Crown Copyright

What's happening?

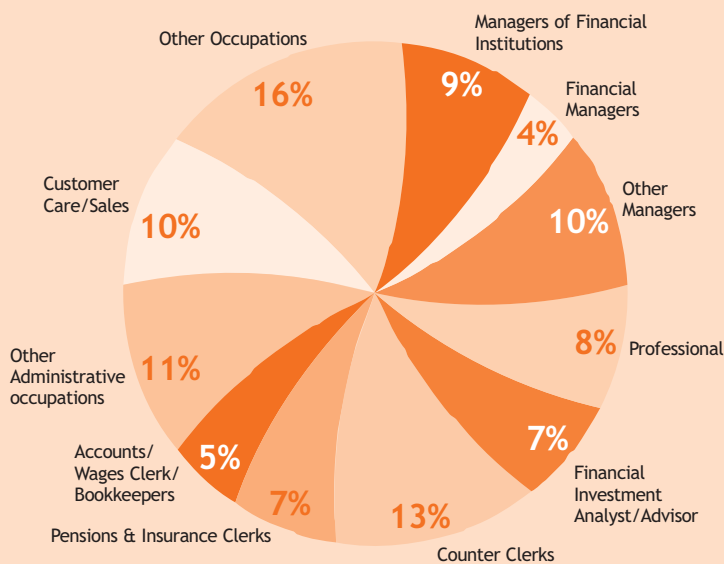
- The West of England area is an important finance and insurance centre, accounting for 37% of the South West region's financial services sector.
- Government statistics show that after a decrease of 3,600 jobs (12%) in 2001, numbers employed in the sector rose again in 2002 by an estimated 4,600 (17%) from 26,700 to 31,300.
- Although 97% of businesses are classified as SMEs (Small to Medium enterprises), employing fewer than 200 people, 44% of employees work for large businesses employing more than 200 people.
- In addition to the 31,300 people employed locally within the sector, a further 3,700 are thought to be self-employed.
- There are slightly more females than males working in financial services (54% female, 46% male). However, this differs across occupations, with 72% of males working in managerial or professional jobs, compared to 35% of females.
- The workforce is well-qualified. 57% hold a level 3 qualification or above. The sector has a lower than average proportion of workers with no qualifications (4% compared to 17% across all occupations).

What we think will happen

- Employment in the sector is predicted to grow from 2002 to 2012, though at a slower rate than in the last 10 years. The growth of the industry is likely to follow the pattern of the general economy, as increased demand for financial services relates to the health of the economy at large.
- Call centres play an integral part of the financial services sector. Recently, some call centres have been moved to other countries such as India, where there are many people who can speak English, and where labour costs are lower than in the UK. However, a number of financial institutions have committed themselves to operating from the UK as a result of customer concern. Whether the trend of out-sourcing call centres continues remains to be seen.
- The importance of regulation in the industry has increased the need for technically correct and competent selling and delivery of financial services and products. Along with the growing focus on client driven services, communication skills are seen as of great importance.
- The forecast rise in the population combined with the increased ratio of pensioners to working people is resulting in the Government encouraging people to make adequate provision for their retirement. This will increase the demand for pensions and for saving and investment products. It is predicted that this will affect the skills required in the sector, particularly in terms of new technology and also call centre skills.
- Some large financial institutions are now starting to roll out IT projects that were on hold until the economy improved. This is increasing the demand for IT specialists, especially as companies try to retain IT skills in-house rather than relying on temporary contractors.
- If the UK enters the European Monetary Union, there will be significant impacts on the sector. It is likely this will increase the demand for technical skills and language skills.



Who does what?



Source: Labour Force Survey, Autumn 2002. Figures are for England.

Is this you?

- Good at following systems
- Good communication skills
- Enjoy researching and interpreting information
- Enjoy working with figures
- Pay attention to detail

What 16 year olds did in 2003

In 2003 a total of 1926 Year 11 school leavers from local schools entered full-time employment or work based learning. Of this number 136 went into financial and business services related work. Source: Connexions West of England 2003

Numbers employed locally

	Banking	Insurance and Other Finance*
Bath & North East Somerset	1,000	1,000
Bristol	10,100	12,900
North Somerset	1,400	1,500
South Gloucestershire	2,000	1,500

Source: Annual Business Inquiry, 2002 Nomis® O.N.S., © Crown Copyright * Other Finance includes stockbrokers and insurance/mortgage brokers etc.

Next steps...

If you're serious about a career in financial and/or business services - FIND OUT MORE!

Use Careerscape, the Careers Information Database (CID), Kudos and the Financial Services section of your Connexions resource area for more information including:

- Qualifications
- Local training, further and higher education opportunities
- Skills and personal characteristics
- Rates of pay and working conditions
- Local, national and international employers

Some job suggestions

- Accountant/Accounting Technician
- Actuary
- Bank/Building Society Manager
- Customer Services Assistant
- Financial Adviser/Consultant
- Insurance Broker/Technician
- Insurance Surveyor
- Investment Analyst/Fund Manager
- Stockbroker/Equity Salesperson

Really useful websites!

Institute of Financial Services - www.ifslearning.co.uk
 Chartered Insurance Institute - www.cii.co.uk/careers
 Building Societies Association - www.bsa.org.uk
 Searching for Finance.com - www.searchingforfinance.com/financecareer.asp
 The Association of Chartered Certified Accountants - www.acca.org.uk
 The Institute of Chartered Accountants in England and Wales - www.icaew.co.uk
 Information on Apprenticeships - www.apprenticeships.gov.uk

Want to know more about making choices about your future? See pages 2 and 3.



Hairdressing and Be

How much will I get paid?

	Gross weekly pay (£s)	Average annual salary (£s)*
Beauty Therapist	260	13,500
Hairdresser/Barbers	231	12,100
Trainee Stylist	142	7,400

* Salary rates have been calculated using the average gross weekly pay rates for full time workers. Averages can hide higher earnings, but with training and career development, high salaries can be achieved. Figures are for the UK. Source: New Earnings Survey, 2003, O.N.S., © Crown Copyright, Connexionsdirect Jobs4u website

What's happening?

- Nationally, there are an estimated 45,000 salons in the UK, 7,000 of which are beauty salons.
- According to government statistics, employment levels have been fairly steady since 1998. Hairdressing and beauty therapy is a small sector, accounting for 0.3% of total employees in the local area. Nationally, about three quarters of the workforce are estimated to be employed by salons. The remaining quarter are self-employed. Locally, the total number of employees in the sector is likely to be around 2,300.
- 81% per cent of all hairdressers currently working in the industry have some sort of qualification, and 61% have achieved NVQ Level 2 in hairdressing (the usual level of competence achieved by trainees in the industry).
- 42% of people working in the hairdressing and beauty sector do so on a part-time basis. The majority of part-time workers do so through choice, and not because they can't find full-time work.
- Hairdressing and beauty has a relatively large proportion of young workers, with over half of the workforce between the ages of 16 and 34.
- People working in beauty salons have to be multi-skilled, as they often have to provide a wide range of treatments to clients. This means that training is important in keeping up to date with techniques.
- The hairdressing and beauty industries are both highly dependent on regular repeat business from satisfied clients. This means that interpersonal skills are very important, especially the ability to communicate verbally so as to customise the service to meet individual needs.

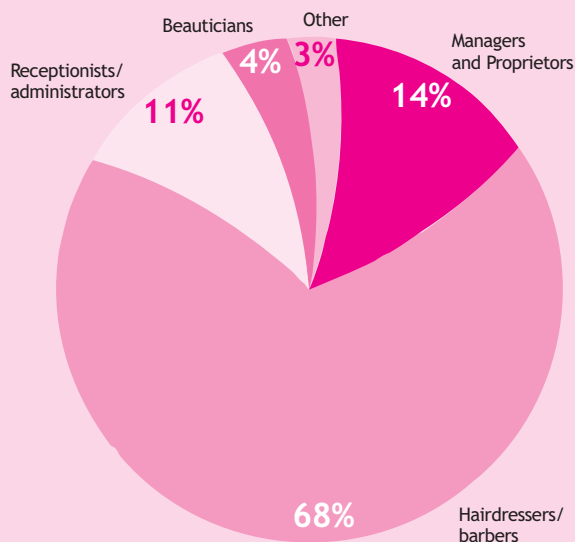
What we think will happen

- The sector training authority (HABIA) report positive growth trends in the industry, though predicts that growth will be dependent on an adequate supply of suitably qualified personnel. Particular difficulty is reported in the recruitment of beauty therapists, nail technicians, tattooists, piercers, stylists and barbers.
- It is estimated that 80% of people in the sector are employed in a workplace with less than 10 employees. Larger companies and franchises represent only 2% of outlets and about 5% of the industry's turnover. Because of most businesses being very small and owner-managed, skills gaps in business management are often a problem. In a recent sector survey, businesses reported skills gaps in marketing, increasing retail sales and improving client care.
- Renting out chairs or treatment rooms to self-employed operators is found in 14% of hairdressing salons and 22% of beauty therapy salons respectively. This is predicted to increase by 9% in hairdressing and 16% in beauty. Beauty treatment rooms tend to be rented by practitioners of 'other' therapies such as complementary medicine or holistic therapy.
- Currently, the training authority reports very high levels of training in all areas. Training and qualifications are important to the success of the industry.



Beauty Therapy

Who does what?



Source: Labour Force Survey, Autumn 2002. Figures are for England.

Is this you?

- Like meeting and working with people
- Good communication skills
- Have stamina, patience and concentration
- High level of personal grooming
- Interested in science, anatomy and physiology

What 16 year olds did in 2003

In 2003 a total of 1926 Year 11 school leavers from local schools entered full-time employment or work based learning. Of this number 128 went into hairdressing and beauty therapy related work.

Source: Connexions West of England 2003

Numbers employed locally

Bath and North East Somerset	300
Bristol	700
North Somerset	400
South Gloucestershire	300

Source: Annual Business Inquiry, 2002 Nomis® O.N.S., © Crown Copyright N.B. The table above relates to salon employment only; it does not include self employed. There are more people employed in salons within department stores and health clubs that are not included.

Some job suggestions

- Barber
- Beauty Therapist/Consultant
- Hairdresser
- Image/Colour Consultant
- Make-up Artist
- Nail Technician

17

Next steps...

If you're serious about a career in hairdressing and/or beauty therapy - FIND OUT MORE!

Use the Careerscape, the Careers Information Database (CID), Kudos and the Hairdresser/Barber and Beauty Therapy sections of your Connexions resource area for more information including:

- Qualifications
- Local training, further and higher education opportunities
- Skills and personal characteristics
- Rates of pay and working conditions
- Local, national and international employers

Really useful websites!

Hairdressing and Beauty Authority - www.habia.org.uk

Hairdressing and Beauty Qualifications - www.qualifications.org.uk

Institute for Complementary Medicine - www.icmedicine.co.uk

Information on Apprenticeships - www.apprenticeships.gov.uk

Want to know more about making choices about your future? See pages 2 and 3.



Health and Social C

How much will I get paid?

	Gross weekly pay (£s)	Average annual salary (£s)*
Care Manager	470	24,400
Doctor	1,200	63,000
Health Service Manager	689	35,900
Hospital Porter	273	14,200
Medical Technician	417	21,700
Nurse	465	24,200
Psychologists	686	35,700
Social Worker	468	24,400
Youth & Community Worker	402	20,900

* Salary rates have been calculated using the average gross weekly pay rates for full time workers, and exclude bonus and over-time payments. Averages can hide higher earnings, but with training and career development, high salaries can be achieved. Source: New Earnings Survey, 2003, O.N.S., © Crown Copyright

What's happening?

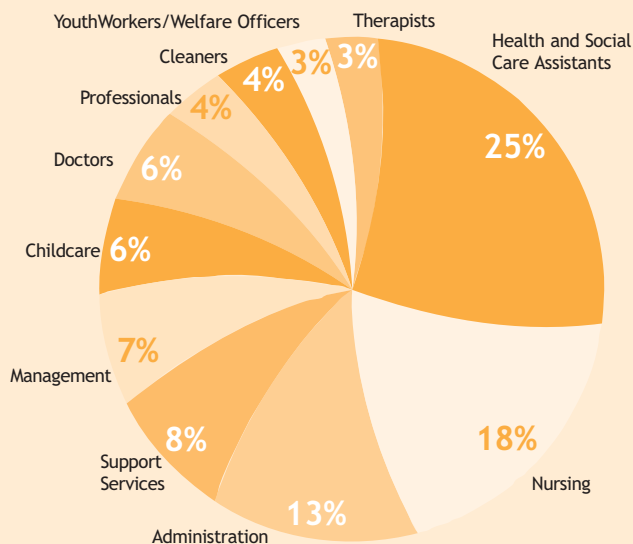
- This sector is significant in terms of employment, accounting for 10% of all employees in the UK.
- While the numbers employed in this sector across the West of England as a whole has declined by 2% between 1998 and 2002, Bath & North East Somerset has seen a 6% increase in the same period.
- The size of employer varies from very large public hospitals to small private practices.
- The Government continues to implement the NHS Plan, a series of reforms that began in 2002, many of which are aimed at improving the way various services and employees work together.
- The reforms intend to achieve efficiency gains to make the money spent in the sector by the government go further. This may result in some areas seeing a reduction in the number of jobs.
- Although the UK spends a lower proportion of its national income on health care than similar countries, spending on social care has increased from £7.5 billion in 1995 to £15 billion in 2003.
- There is a shortage of people with adequate skills for the jobs. 28% of organisations report skills gaps and 7% have said that they have been unable to fill vacancies due to a lack of skills in applicants for the jobs.
- This sector employs more women than any other sector with 79% of the workforce being female. However, 64% of medical and dental staff, and 72% of qualified ambulance staff, are male.

What we think will happen

- NHS spending is expected to increase from £56.7 billion in 2002-2003 to £76.4 billion in 2005-2006.
- Different expectations and changing health needs - such as an increasing proportion of older people - means that this sector will continue to develop.
- The reforms linked to the NHS plan are likely to see an increased use of IT in the NHS. It is also expected that the demand for skills in leadership, communications, team working, customer service and partnership working skills will increase.
- From August 2004 the European Working Time Directive will apply to doctors, who have traditionally worked long hours and provided out-of-hours medical cover. The directive will limit their hours to 58 a week in 2004 and 48 hours by 2009.
- The directive will also have significant implications for the sector and may lead to new jobs and teams of people being developed to meet demand. This is likely to include certain jobs taking on greater responsibilities, requiring people to gain new skills.



Who does what?



Source: Labour Force Survey, Autumn 2002. Figures are for England.

Is this you?

- Caring, friendly and reliable
- Good at listening
- Compassionate and discreet
- Can relate well to people
- Good communication skills

What 16 year olds did in 2003

In 2003 a total of 1926 Year 11 school leavers from local schools entered full-time employment or work based learning. Of this number 47 went into health and social care related work.

Source: Connexions West of England 2003

Numbers employed locally

	Human Health	Social Work/Care
Bath and North East Somerset	8100	2900
Bristol	15300	8900
North Somerset	5000	2800
South Gloucestershire	4500	3000

Source: Annual Business Inquiry, 2002 Nomis® O.N.S., © Crown Copyright

Next steps...

If you're serious about a future in health and social care - FIND OUT MORE!!

Use Careerscape, the Careers Information Database (CID) and Kudos computer programs. Also look at the Health Care and Social Work sections of your Connexions resource area for more information including:

- Qualifications
- Local training, further and higher education opportunities
- Skills and personal characteristics
- Rates of pay and working conditions
- Local, national and international employers

Some job suggestions

- Dietician
- Doctor
- Health Care Assistant
- Health Visitor
- Nurse
- Nursery Nurse
- Osteopath
- Paramedic
- Pharmacy Technician
- Social Worker
- Youth and Community Worker

Really useful websites!

The Sector Skills Council for Health Work - www.skillsforhealth.org.uk
 National Health Service Careers - www.nhscareers.nhs.uk
 The Council for Awards in Childrens Care and Education - www.cache.org.uk
 General Social Care Council - www.gssc.org.uk
 Information on Apprenticeships - www.apprenticeships.gov.uk

Also see pages 2 and 3 for some ideas about what else you can use to answer your questions.



Leisure, Sport and

How much will I get paid?

	Gross weekly pay (£s)	Average annual salary (£s)*
Air Travel Assistant	347	18,000
Leisure/Sport Manager	502	26,100
Rail Travel Assistant	411	21,400
Sports/Leisure Assistant	295	15,300
Travel Agent	307	16,000

* Salary rates have been calculated using the average gross weekly pay rates for full time workers, and exclude bonus and over-time payments. Averages can hide higher earnings, but with training and career development, high salaries can be achieved. Source: New Earnings Survey, 2003, O.N.S., © Crown Copyright

What's happening?

- In 2002 11.3 million visitors visited the West of England in the UK, 8.6 million from within the country. Visitors from abroad spent £107 million during their time in the region.
- Spending can be influenced by world events. For example, following the terrorist attack in America on September 11th 2001 the air travel industry saw a downturn in trade, while the Foot and Mouth Disease had a significant impact on the tourism industry.
- However, the industry is recovering and continuing to grow due to other types of work, such as farming and other land-based industries, diversifying into this area of work.
- In the West of England employment in this area has increased over the last five years. Between 1998 and 2002 the number of jobs in leisure industries increased by 21%, and in tourism-based employment by 53%.
- It is a sector with traditionally high labour turnover rates (one in five have been with their current employer for less than one year), a young workforce (18% under 25), and severe recruitment difficulties due to the growth within the industry.
- Surveys of employers show that skills such customer service, communication, problem solving and the ability to demonstrate initiative are essential in the sector. Tour operators also require good IT skills, as internet use is becoming more common in the industry.

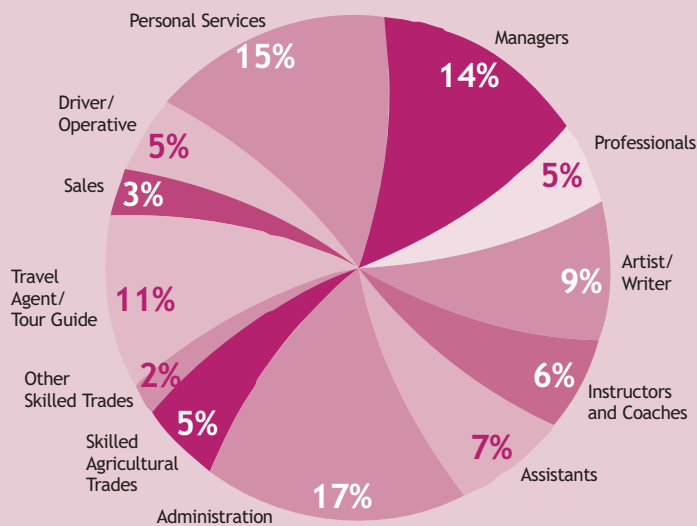
What we think will happen

- It is expected that this sector will continue to grow but at a slower rate than during the previous 5 years.
- It is estimated that 9,000 jobs will be created in this sector between 2000 and 2010.
- Apprenticeships, such as the Travel Training Programme, are increasingly being used as a route into working in this sector. These enable people to earn while they learn the skills they will need within their chosen career.
- The industry needs good calibre management entrants. Employers have signified their intention to develop a professional management scheme in order to do this. This means that in future, there will be more opportunities for career progression.



Tourism

Who does what?



Source: Labour Force Survey, Autumn 2002. Figures are for England.

Is this you?

- Good communication skills
- Enjoy working with people
- Enthusiasm and stamina
- Well organised

What 16 year olds did in 2003

In 2003 a total of 1926 Year 11 school leavers from local schools entered full-time employment or work based learning. Of this number 125 went into leisure and tourism related work.

Source: Connexions West of England 2003

Numbers employed locally

	Leisure	Tourism
Bath and North East Somerset	1000	500
Bristol	2700	1400
North Somerset	1300	2000
South Gloucestershire	900	800

Source: Annual Business Inquiry, 2002 Nomis® O.N.S., © Crown Copyright

Next steps...

If you're serious about a career in leisure and tourism - **FIND OUT MORE!**

Use Careerscape, the Careers Information Database (CID) and Kudos computer programs to find out more information. Also look at the Leisure, Sport and Tourism section of your Connexions resource area for more information including:

- Qualifications for particular jobs
- Local training, further and higher education opportunities
- Skills and personal characteristics
- Rates of pay and working conditions
- Local, national and international employers

For local information on jobs and training contact the Tourism Task Force - www.tourismtaskforce.org.uk

Some job suggestions

- Resort Representative
- Sports Coach/Instructor
- Sports and Leisure Centre Manager/Assistant
- Travel Consultant/Travel Agency Clerk
- Travel Courier
- Tourist Information Centre Assistant

Really useful websites!

Springboard UK (hospitality, leisure, travel and tourism) - www.springboarduk.org.uk

The Cultural Heritage National Training Organisation - www.chnto.co.uk

Visit Britain (Information on the UK Tourism industry) - www.visitbritain.com/ukindustry

SkillsActive, the Sector Skills Council for Active leisure and Learning - www.skillsactive.org.uk

People 1st, the Sector Skills Council for the hospitality, leisure, travel and tourism industry - www.people1st.co.uk

Information on Apprenticeships - www.apprenticeships.gov.uk

Want to know more about making choices about your future? See pages 2 and 3.

Motor Vehicles



How much will I get paid?

	Gross weekly pay (£s)	Average annual salary (£s)*
Motor Mechanic	395	20,500
Vehicle Assemblers	412	21,400
Vehicle Repairer	436	22,700
Vehicle Spray Painters	390	20,300

* Salary rates have been calculated using the average gross weekly pay rates for full time workers, and exclude bonus and over-time payments. Averages can hide higher earnings. High salaries can be achieved with training and career development. Source: New Earnings Survey, 2003, O.N.S., © Crown Copyright

What's happening?

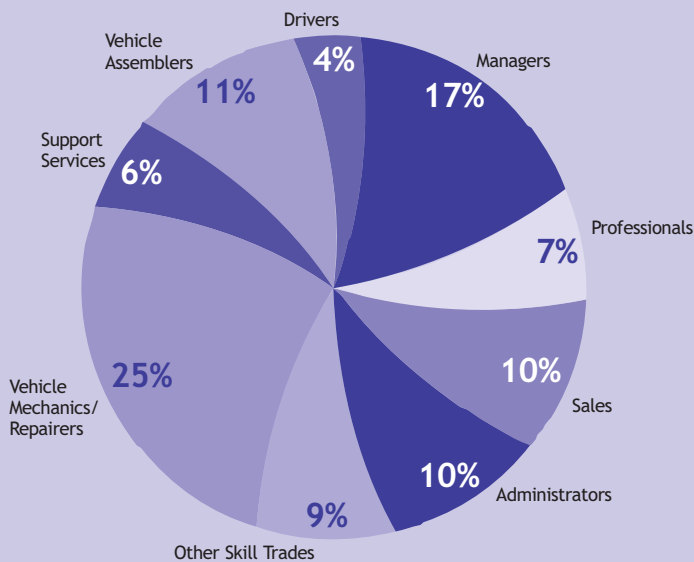
- Over 530,000 people are employed in motor vehicle trades in England. The trade generates an annual turnover of £130bn in the UK.
- The majority of the 62,000 motor vehicle businesses in England are small or micro-businesses (employing less than 50 and 5 people respectively). There is a dependence on a small but influential number of manufacturers. This means that many small businesses are dependant on the success of a few large ones.
- The motor industry generated over £20 billion from overseas trade in 2003.
- 16 to 18 year olds are a key target group for recruitment, although the workforce has a relatively old age profile. 17,000 young people took part in apprenticeship schemes during 2003/4 - these are expected to grow in importance as a route into the industry.
- Employers report that there is a shortage of staff with managerial and technical skills (particularly on new and specialist technology), as well as more generic skills such as in IT, customer services, sales, stock management and communication skills.
- Motor vehicle technology continues to advance and requires employees to update and improve their skills and knowledge. Training and education are important in this industry.

What we think will happen

- There is one car for every 2 people in the UK. With the numbers of cars sold continuing to increase (2.56 million new cars were registered during 2002 in the UK) this ratio is expected to change.
- Industry insiders believe that vehicle body-shops will be an increasingly tough market to compete in.
- The industry's skills council (Automotive Skills) is seeking to recruit 5000 new entrants to the sector by 2007, and to have 2500 participating on on-line training programmes by the same date.
- The industry is seeking to boost representation of women (by 3%), ethnic minorities (by 3%), graduates and experienced managers from other sectors.



Who does what?



Source: Labour Force Survey, Autumn 2002. Figures are for England.

Is this you?

- Always pay attention to detail
- Like practical work and using tools
- Good listening and communication skills

What 16 year olds did in 2003

In 2003 a total of 1926 Year 11 school leavers from local schools entered full-time employment or work based learning. Of this number 179 went into motor vehicle related work.

Source: Connexions West of England 2003

Numbers employed locally

Bath and North East Somerset	1500
Bristol	6600
North Somerset	1900
South Gloucestershire	3300

Source: Annual Business Inquiry, 2002 Nomis® O.N.S., © Crown Copyright

Some job suggestions

- Motorcycle mechanic
- Motor mechanic/vehicle technician
- Roadside assistance patrol person
- Tyre/exhaust fitter
- Vehicle body repairer
- Vehicle restorer

Next steps...

If you're serious about a career in motor vehicle related work - FIND OUT MORE!

Use Careerscape, the Careers Information Database (CID) and Kudos computer programs to find out more information. Also look in the Engineering section of your Connexions resource area for more information including:

- Qualifications for particular jobs
- Local training, further and higher education opportunities
- Skills and personal characteristics
- Rates of pay and working conditions
- Local, national and international employers

Really useful websites!

Motor Industry Training Council - www.automotive-skills.org.uk

Retail Motor Industry Training - www.remit.co.uk

The Retail Motor Industry Federation - www.rmif.co.uk

Information on Apprenticeships - www.apprenticeships.gov.uk

Want to know more about making choices about your future? See pages 2 and 3.



Retail Sales and Cu

How much will I get paid?

	Gross weekly pay (£s)	Average annual salary (£s)*
Buyer/Purchasing Officer	512	26,600
Cashier	218	11,300
Purchasing Manager	755	39,300
Retail/Wholesale Manager	423	22,000
Sales Assistants	260	13,500
Sales Representative	485	25,200
Shelf Filler	245	12,800
Telephone Salesperson	313	16,300

* Salary rates have been calculated using the average gross weekly pay rates for full time workers, and exclude bonus and over-time payments. Averages can hide higher earnings, but with training and career development, high salaries can be achieved. Source: New Earnings Survey, 2003, O.N.S., © Crown Copyright

What's happening?

- The retail industry employs 2.9 million people across the UK in over 300,000 retail businesses.
- 36% of retail jobs are in sales and customer services, which tend to require lower levels of qualifications than others in the sector.
- There is a continuing trend for people to be employed on a part-time basis within the retail sector. In 1984 43% of retail staff were working part-time; this has now increased to 61%.
- More females work part-time than males. 72% of females work less than 30 hours a week compared with 42% of men.
- A shortage of employees with relevant skills, particularly in ICT, has been reported by a quarter of employers, leading to unfilled vacancies.
- According to the British Retail Consortium, although retail sales in the UK have grown by 4.9% between April 2003 and April 2004 the rate of growth is continuing to slow.
- Bristol and Bath are two of the prominent retail centres in the South West. The regional shopping centre 'The Mall' attracts 13 million visitors per year. Bath is rising on the national rank of retail venues.
- There was an above average increase in numbers employed in this sector in the West of England when compared with England as a whole. Between 1998 and 2002 the number of retail jobs increased by 18% in the West of England, as against 10% for England, and wholesale related jobs increased by 6% while England as a whole saw a decrease of 2%.
- The largest increase in retail jobs between 1998 and 2002 has been in North Somerset (3000 jobs) and South Gloucestershire (5800 jobs) between 1998 and 2002.

24

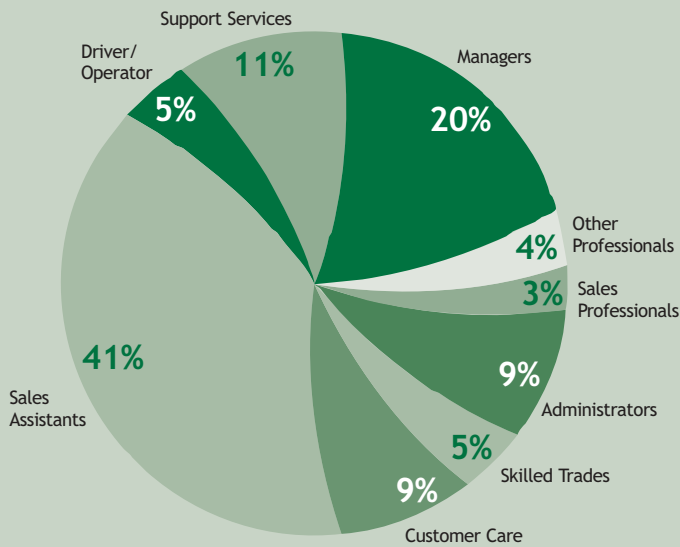


What we think will happen

- The sector is expected to expand by a quarter of a million jobs between 2002 and 2012. It is projected that five times as many people will also be needed to replace those who have left the sector.
- Sales and customer service occupations are expected to be the main beneficiaries of projected employment growth in this sector.
- The key drivers to change in the sector are consumer confidence, e-commerce, IT progression, price competition, regulations, and the ever-increasing importance of customer services. All of these things will have an effect on the ways people work and the skills needed.
- The future of local retailing appears to be healthy with the planned re-development of Broadmead in Bristol and Southgate in Bath.

Customer Services

Who does what?



Source: Labour Force Survey, Autumn 2002. Figures are for England.

Is this you?

- Well organised
- Good listening and communication skills
- Enjoy working with people
- Artistic flair

What 16 year olds did in 2003

In 2003 a total of 1926 Year 11 school leavers from local schools entered full-time employment or work based learning. Of this number 285 went into retail related work.

Source: Connexions West of England 2003

Numbers employed locally

	Retail	Wholesale
Bath and North East Somerset	9700	1800
Bristol	21400	10200
North Somerset	9900	2400
South Gloucestershire	1700	4100

Source: Annual Business Inquiry, 2002 Nomis® O.N.S., © Crown Copyright

Some job suggestions

- Buyer/purchasing officer
- Call centre operator/telemarketing/telesales
- Customer service manager/assistant
- Florist
- Lift truck operator
- Sales representative
- Store manager/assistant
- Warehouse worker

25

Next steps...

If you're serious about a career in retail sales and customer services - FIND OUT MORE!

Use Careerscape, the Careers Information Database (CID) and Kudos computer programs to find out more information. Also look in the Engineering section of your Connexions resource area for more information including:

- Qualifications for particular jobs
- Local training, further and higher education opportunities
- Skills and personal characteristics
- Rates of pay and working conditions
- Local, national and international employers

Really useful websites!

The Retail Sector Skills Council - www.skillsmart.com

The British Retail Consortium - www.brc.org.uk

Information on Apprenticeships - www.apprenticeships.gov.uk

Want to know more about making choices about your future? See pages 2 and 3.



Security and the Ar

How much will I get paid?

	Gross weekly pay (£s)	Average annual salary (£s)*
Army Corporal	426	22,200**
Army - New entrant	219	11,400**
Army Warrant Officer	581	30,300**
Fire Service Officer	449	23,300
Police Officer	609	31,700
Senior Fire Service/ Ambulance/Prison Officer	674	35,000
Senior Police Officer	875	45,500

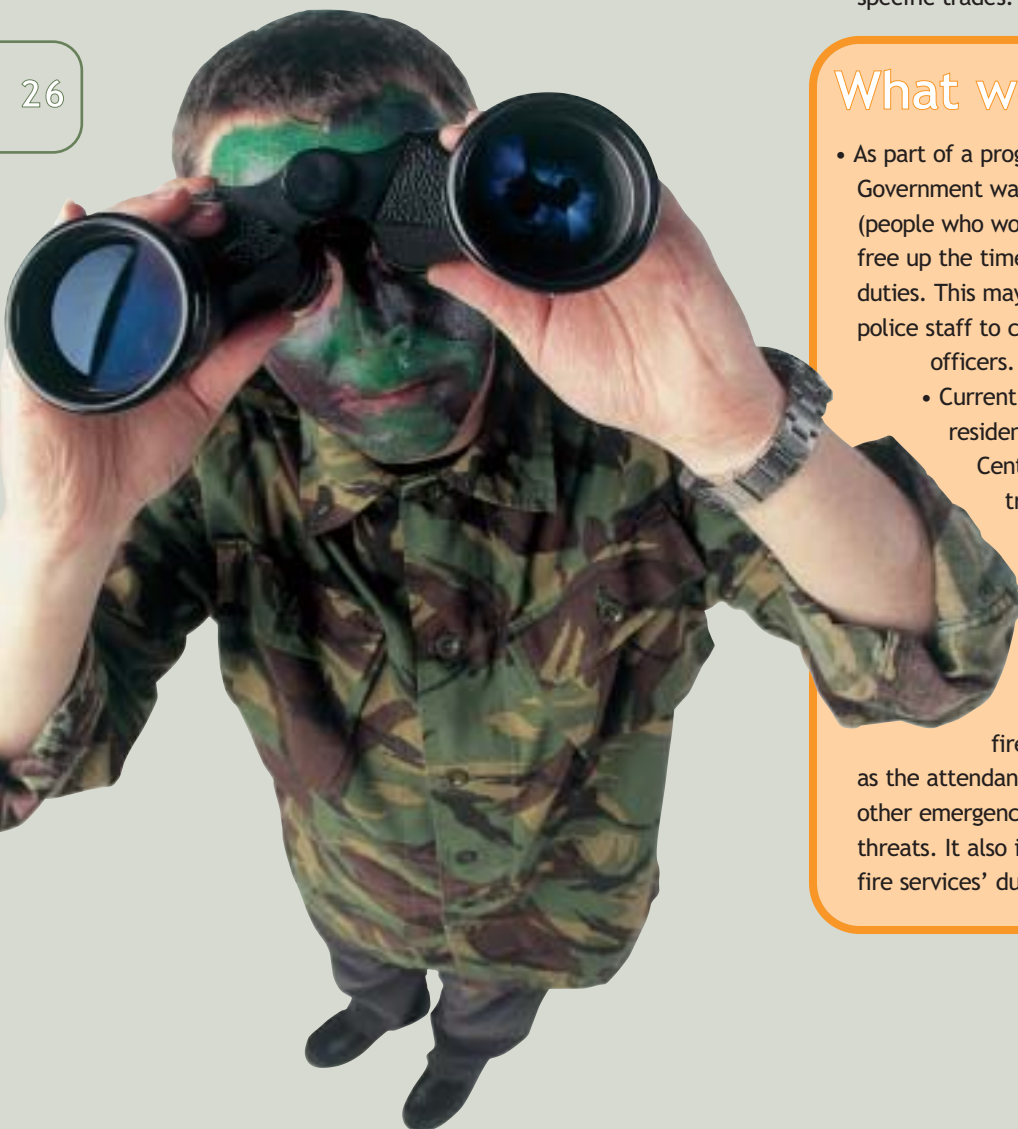
* Salary rates have been calculated using the average gross weekly pay rates for full time workers. Averages can hide higher earnings, but with training and career development, high salaries can be achieved. Figures are for England. Direct comparisons between armed forces and civilian salaries may not be accurate as living costs are often paid within the armed forces.
Source: New Earnings Survey, 2003, O.N.S., © Crown Copyright, and ** MoD Army Jobs: Army Life website

What's happening?

- The security and armed service sector covers the armed forces, the police and fire services.
- The number of jobs in this sector locally has increased by more than 50% since 1999 due to the relocation of government defence jobs to the local area.
- The gender split across the sector is 72% male and 28% female. However, within the armed forces only 9% are female. Although women can now hold almost of the same roles as men, some restrictions still apply; for instance in the army, women are excluded from ground combat roles, submarines and some diving roles.
- A very large proportion (82%) of the workforce hold Level 2 qualifications, and 54% hold Level 3 qualifications.
- No formal educational qualifications are necessary for entry to the police force. Applicants must, however, pass two written tests and a numeracy test.
- Depending on your abilities and qualifications there is a whole range of jobs available within the armed forces.
- Training is a fundamental aspect of employment in the armed forces, both basic military training and also training for specific trades.

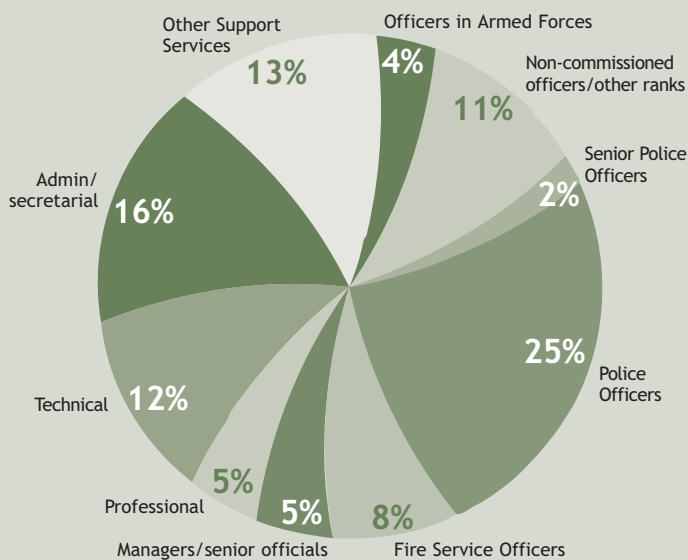
What we think will happen

- As part of a programme of reform of the police service, the Government wants to increase the role of civilian police staff (people who work for the police but are not police officers) to free up the time of police officers to carry out front-line duties. This may increase the opportunities available to civilian police staff to carry out duties previously reserved for police officers.
 - Currently, training to become a police officer involves residential periods at the National Police Training Centre. However, there are plans to modernise the training course. Among the ideas being considered is for courses to be offered at local education centres and in local force training schools.
 - The new proposed Fire and Rescue Services Bill aims to deliver a modernised fire and rescue service. It recognises the fact that the fire brigade carries out additional activities such as the attendance of fire fighters at road traffic accidents and other emergencies such as environmental disasters or terrorist threats. It also includes safety and prevention as part of the fire services' duties.



med Forces

Who does what?



Labour Force Survey 2002, © Crown Copyright. Figures are for England

Is this you?

- Desire to serve your community or country
- Physical fitness, stamina and courage
- Good team member
- Able to deal with difficult situations

What 16 year olds did in 2003

In 2003 a total of 1926 Year 11 school leavers from local schools entered full-time employment or work based learning. Of this number, 26 went into the Security and Armed Services.

Due to the nature of some of the jobs within this sector you cannot start professional training at the age of 16. Use your Connexions resource centre to check entry requirements and qualifications. Source: Connexions West of England 2003

Numbers employed locally

West of England* | 16,700

* The West of England covers Bath and North East Somerset, Bristol, North Somerset and South Gloucestershire. Source: Annual Business Inquiry, 2002 Nomis® O.N.S., © Crown Copyright.

Next steps...

If you're serious about a career in the armed forces and/or emergency service - **FIND OUT MORE!**

Use Careerscape, Careers Information Database (CID), Kudos and the Security and Armed Services Section of your Connexions resource area for more information including:

- Qualifications
- Local training, further and higher education opportunities
- Skills and personal characteristics
- Rates of pay and working conditions
- Local, national and international employers

Some job suggestions

Armed Forces

- Army/Navy/Queen Alexandra's Royal Naval Nursing Service/Royal Air Force/Royal Marines Officer
- Army Non-Commissioned Officer/Private
- Royal Air Force Airman/Airwoman
- Royal Marines - Other ranks
- Royal Navy Rating

Emergency Services

- Coastguard Officer
- Firefighter/Fire Officer
- Police Constable
- Prison Governor/Operational Manager/Officer

Really useful websites!

British Army - www.army.mod.uk
Royal Air Force - www.raf.mod.uk
Royal Navy - www.royal-navy.mod.uk
Police - www.police.uk
Maritime & Coastguard Agency - www.mcga.gov.uk
Ministry of Defence - www.mod.uk/careers
HM Prison Service - www.hmprisonservice.gov.uk
Fire Service - www.fire-uk.org

Want to know more about making choices about your future? See pages 2 and 3.



WEST OF ENGLAND

Want to speak to somebody?

Connexions is a youth support service providing advice, guidance, support and personal development services for all 13-19 year olds. It offers support to young people on important issues such as relationships, health, money, housing, careers, learning, training and lifestyle decisions. Designed for young people by young people, Connexions works by bringing together the expertise of local, regional and national agencies. Connexions gives every young person access to a fully trained and dedicated Personal Adviser.

Please contact for opening times.

Where you can find us:

Bath & North East Somerset

Tel: 01225 461 501 Fax: 01225 465 619
(This Centre is due to move during 2004
- please contact to confirm address)

Bristol

4 Colston Avenue
Bristol BS1 4ST
Tel: 0117 987 3700 Fax: 0117 987 3701
Minicom: 0117 907 4514

North Somerset

45 Boulevard
Weston-super-Mare BS23 1PG
Tel: 01934 644 443 Fax: 01934 644 409
Text 07766 4 13 2 19

South Gloucestershire

21-23 High Street
Kingswood, Bristol BS15 4AA
Tel: 0117 961 2760 Fax: 0117 960 7838
and
28-30 Gloucester Road North Filton
South Gloucestershire BS7 0SJ
Tel: 0117 969 8101 Fax 0117 931 2978

We are listening to you

All young people are likely to need help of one sort or another. It is part of growing up and moving on. If you have a problem that is stopping you from making decisions about your life, education and career choices - don't think you are on your own.

Here are some of the people who will listen to you and offer help and advice:

Learner Helpline
0800 923 0323
Minicom - 0117 987 3702

- Your Connexions Personal Adviser - contact yours at school or at your local Connexions Centre or see www.connexionswest.org.uk
- Connexions Direct - 080 800 13 2 19
text 07766 4 13 2 19
webchat/email www.connexions-direct.com



Learning+Skills Council West of England

The Learning and Skills Council West of England (LSC) is part of a national body responsible for the funding and planning of post-16 education and training (excluding the private sector and higher education). The LSC West of England covers the unitary authority areas of Bristol, Bath and North East Somerset, South Gloucestershire and North Somerset.

Through the provision of high quality education and training, the LSC aims to increase participation and achievement in post 16 learning.

By 2010, the LSC hopes that young people and adults in England will have the knowledge and productive skills matching the best in the world.

Where you can find us:

PO Box 164
St Lawrence House
29-31 Broad Street
Bristol BS99 7HR
Tel: 0845 019 4168
Fax: 0117 372 6433
Website: www.lsc.gov.uk/westofengland



