FUTURE FORWARD

Your guide to Careers Information Advice & Guidance



HLC

Welcome to your Study Programme

Founded in 2002, Humber Learning Consortium (HLC) is an independent training provider who support a number of partners to deliver education and training opportunities across Hull and the Humber area.

We provide the government funding, through the Education and Skills Funding Agency (ESFA), for your Study Programme.

Our Study Programmes are tailored for young people aged 16-19 in the Hull area and aim to equip you with the skills and experience needed to secure an apprenticeship or a job. The goal is to help you transition into paid employment or an apprenticeship within six months of completing the programme.

Ofsted

Read our report



CODE OF CONDUCT

- HLC is dedicated to fostering a safe learning environment where all learners and staff are treated with dignity and respect.
- Commitment to Learning: All learners should strive to achieve their learning goals and take responsibility for their educational progress.
- Positive Experience: HLC aims to ensure that all learners have a successful and enjoyable experience during their time with the consortium.
- Expected Behaviour: Learners are expected to be responsible, respectful, and actively engaged in their studies, contributing to a positive learning environment for everyone.

ATTENDANCE

- Purpose: To help learners achieve their academic, personal, and professional development goals while participating in the Study Programme.
- HLC is dedicated to promoting positive attendance and enhancing achievement.
- High Standards: All Study Programme learners are expected to maintain a high standard of attendance. This ensures they can reach their full potential within the programme.
- Support for Improvement: If a learner's attendance or punctuality begins to decline below the expected level, they will receive individual support to address and resolve any issues that may be hindering their progress.



SAFEGUARDING

At HLC, we are committed to working together to ensure that learners, staff, and visitors are protected from harm and feel safe.

- Government Guidance: We follow statutory guidance provided by the Government, alongside local strategies and procedures outlined by the authorities with whom we collaborate closely.
- Safe Environment: Our priority is to ensure that everyone who comes to HLC and our delivery partners feels safe, supported, and valued.

scan me for more information

Working safely online

It's important to stay safe while online. Here are some resources where you can find additional support and advice:

www.internetmatters.org
Offers age specific online safety advice

www.saferinternet.org.uk
Provides tools to report and remove harmful online content.

www.ceop.police.co.uk
Offers advice and allows you to make reports about online abuse.

www.actearly.uk
Guidance from Counter-Terrorism Police on staying safe online and dealing with potential risks.



Mental Health



for balancing education and life

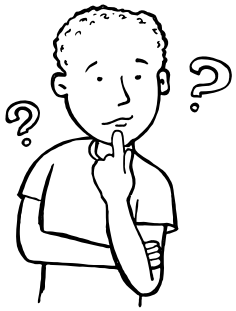
www.youngminds.org.uk

text SHOUT to 85258
Shout is the UK's first and only free, confidential, 24/7 text messaging service for anyone who is struggling to cope.

www.themix.org.uk
text THEMIX to 85258
for 24/7 support.

What is Safeguarding?

Safeguarding is about how we keep you safe and the processes we use to do so. At HLC, we foster a strong safeguarding culture across all our programmes. We work closely with our partners to ensure that effective safeguarding processes are in place. This includes providing up-to-date knowledge and training to our staff so they can assist you when needed and keep you safe while you are learning with us.



HLC has a duty of care to you, it's important for you to know that you also have a legal "duty of care." This means recognising and responding to any concerns about your own safety or the safety of other learners. This includes addressing issues like peer-to-peer bullying, online bullying (via computer, mobile, or other devices), and any other forms of abuse or harm.

But what does harm mean?

Harm refers to anything that causes you physical or emotional pain. This can include:

- Bullying: Any kind of harassment or intimidation.
- Sexual Abuse: Unwanted or inappropriate sexual behaviour or contact.
- Neglect: When your basic needs are not being met.
- Physical Attack: Being physically assaulted or hurt.
- Coercion: Being forced to do something against your will.

Harm can occur in various places, such as at home, at work or in a work placement, in a training centre, with friends, on the street, or online—anywhere! It's important to recognise these forms of harm and seek help if you or someone you know is experiencing them.



If you have a concern you'd like to share directly with HLC, you can scan the QR code. This link lets learners, parents, and others report community concerns.

Prevent

The Prevent Duty became a legal requirement in July 2015. Prevent is one of the elements of the Government's counter terrorism strategy known as CONTEST. At the start of, and throughout your course you will be made aware of Prevent, what it means and how it keeps learners safe.

Prevent is about safeguarding learners from radicalisation and extremism by promoting British Values. It is not about preventing you from having political or religious views or concerns.



The objectives of Prevent are to



- Tackle the ideological causes of terrorism
- Intervene early to support people susceptible to radicalisation
- Enable people who have already engaged in terrorism to disengage & rehabilitate

Radicalisation is the process by which an individual or group adopts increasingly extreme political, social, or religious beliefs that conflict with British Values.

People can be influenced by radicalisation through:

- Online Content: Exposure to extremist material and propaganda on the internet.
- Peer Interaction: Influence from peers or social networks that promote radical views.

Understanding these influences is crucial for recognising and preventing radicalisation.



Fundamental British Values

Extremism is defined by the Government as vocal or active opposition to the Fundamental British Values, which are:

Democracy
The Rule of Law
Individual Liberty
Mutual Respect and Tolerance of Different Faiths and Beliefs



For more information on Fundamental British Values, please scan the QR code.

All of our programmes incorporate these British Values, in line with the Equality Act 2010, which emphasises respect for all individuals, particularly those with protected characteristics.



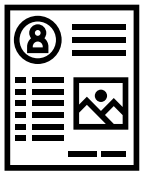
Interview Etiquette

BEST INTERVIEW PRACTICES



1 RESEARCH

Research the company that is interviewing you. Look at their social media accounts and website.
Plan what to wear.



2 CREATE A CV

Your training provider will help you with creating a CV and covering letter. Take this with you to your interview.



3 SILENCE

Turn your phone **OFF** and put it in your bag.



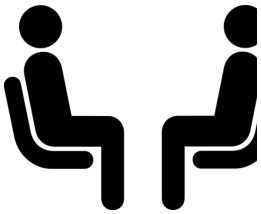
4 BE ON TIME

Give yourself an extra 20 minutes. Research how you are going to get to your interview. Whatever you do, **DO NOT BE LATE!**



The Interview

A great CV can get you an interview, but how you come across seals the deal.
Feel confident in being your own self. Use your interview time to stand out and show your personal skills and strengths. These tips will help.



A FIRM HANDSHAKE



Wait for your interviewer to initiate a handshake. Make sure your grip is firm but not crushing.

BODY POSTURE

Stand tall - do not slouch or cross your legs. Body language is crucial in an interview, so maintain good posture.

CHATTERBOX

Although it is important to be conversational in your interview, it should not be a one-sided conversation.

SMILE

Smile even if you are nervous. You want to remain approachable and not seem stern.

AVOID NEGATIVITY

Make a positive first impression by avoiding any negative statements about previous school/college or employments.



POSITIVE FIRST IMPRESSIONS COUNT



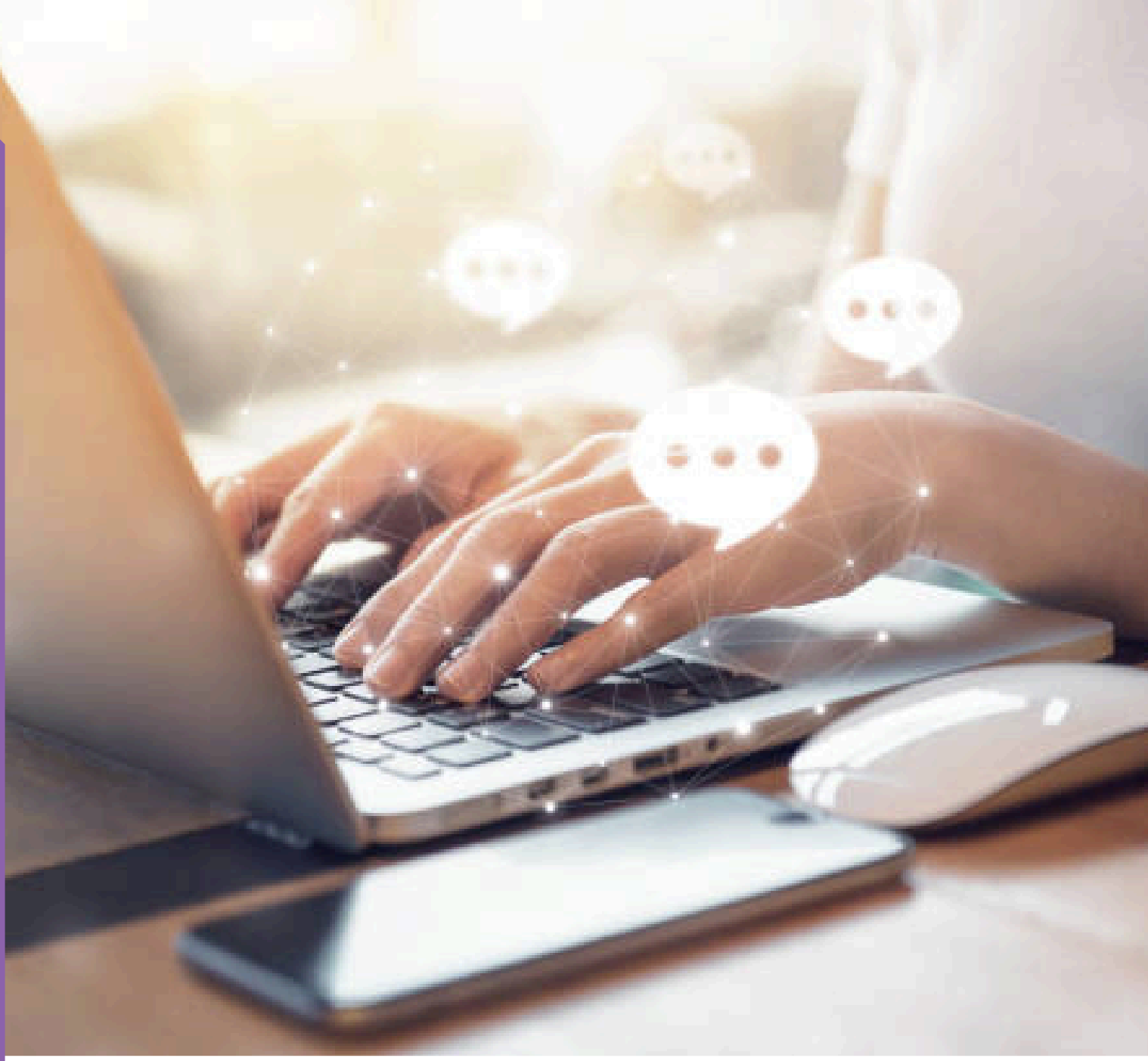
MONEY

Do not ask about money and what your pay will be.

ASK QUESTIONS



If you feel confident ask any additional questions you may have.



POST INTERVIEW

How you behave after your interview is as important as the actual interview.

1 **THANK YOU NOTE**
You could send a thank you email or text after your interview.

BE THOUGHTFUL

2 **DO NOT POST**
No matter how badly you may want to update your social media, do not share details of your interview on the internet. Your interviewer may be checking up on you online.



HLC

WHERE CAN I FIND A JOB & CAREERS ADVICE?



FIND AN APPRENTICESHIP SERVICE

Search for vacancies on the Find an Apprenticeship website: www.gov.uk/apply-apprenticeship

- Register your profile to search and apply for apprenticeship vacancies. You must be 16 or older.

SOCIAL MEDIA

- Use platforms like Facebook, Instagram, X (formerly Twitter), and LinkedIn to find job postings and connect with companies hiring.

CONNEXIONS

- Information, support, impartial careers guidance from Hull City Council.
- Contact: connexions@hullcc.gov.uk

>Log on I move on<

- Free, independent and impartial website which supports and inspires young people in Hull and East Riding to succeed on their education and training journey.
- www.logonmoveon.co.uk

WORK EXPERIENCE

- You can approach local businesses and ask them for work experience to build your skills. They may decide you are an asset to the team and could offer you a job at the end!

CAREERS ADVICE SERVICE

- These services are useful to find opportunities and vacancies in your area.
- Contact for us Advice and Guidance: 0800 100 900

EHCP SUPPORTED INTERNSHIP

- Supported Internship programme for young people with an Education, Health and Care Plan (EHCP)
- Contact: www.hlc-vol.org/our-programmes

Ready, Set... Future!

As part of your Study Programme you will get careers education and support to help you plan for the future. You'll have access to up-to-date information about jobs, courses, and career paths.

You will be supported by a trained adviser who will help you understand your options. The advice will be personalised to suit your needs and take into account any challenges you may face, including extra support needs.

Your tutors will also help you see how your subjects link to careers, including how Maths and English are important to employers.

During your programme, you will learn about work and the skills employers look for. This might include taking part in activities, hearing from guest speakers, joining enterprise projects, or using your own part-time job.

You will also get real experience of the workplace through work visits, shadowing someone at work, and a work experience placement.

You'll be told about all the learning options open to you, such as further education (college), apprenticeships, training providers, university, or learning in the workplace.

You will also have chances to meet with a careers adviser—either from your college or an outside organisation—during your programme.



Meet the team behind HLC



For more information about the
HLC Study Programme please contact:

sandra.williamson@hlc-vol.org
phil.thames@hlc-vol.org
katie.freeman@hlc-vol.org
jill.good@hlc-vol.org
chantelle.snee@hlc-vol.org

Humber Learning Consortium
63-71 Anlaby Rd, Hull, HU3 2LL
Tel: 01482 327438
www.hlc-vol.org