



Re: Post 16 Transition to education, employment, or training

Dear Parent or Carer

Now that your young person is in Year 11, they will be thinking about their options and what to do next. We wanted to provide you with some information that would help with this. They may have an offer of further education from a local college or sixth form, or they may be seeking an apprenticeship or other work-based training programmes.

Whichever pathway they are considering, there is some information they need to be aware of and we hope this letter helps with that. Below is a list of key documents they may need to have to move onto their next steps.

- ID (passport/birth certificate) [Copy certificates - Liverpool City Council](#)
- Bank Account
- National Insurance Number <https://www.gov.uk/lost-national-insurance-number>
- Supporting school letter for ID
- CV
- Email Address – a professional email address will be required

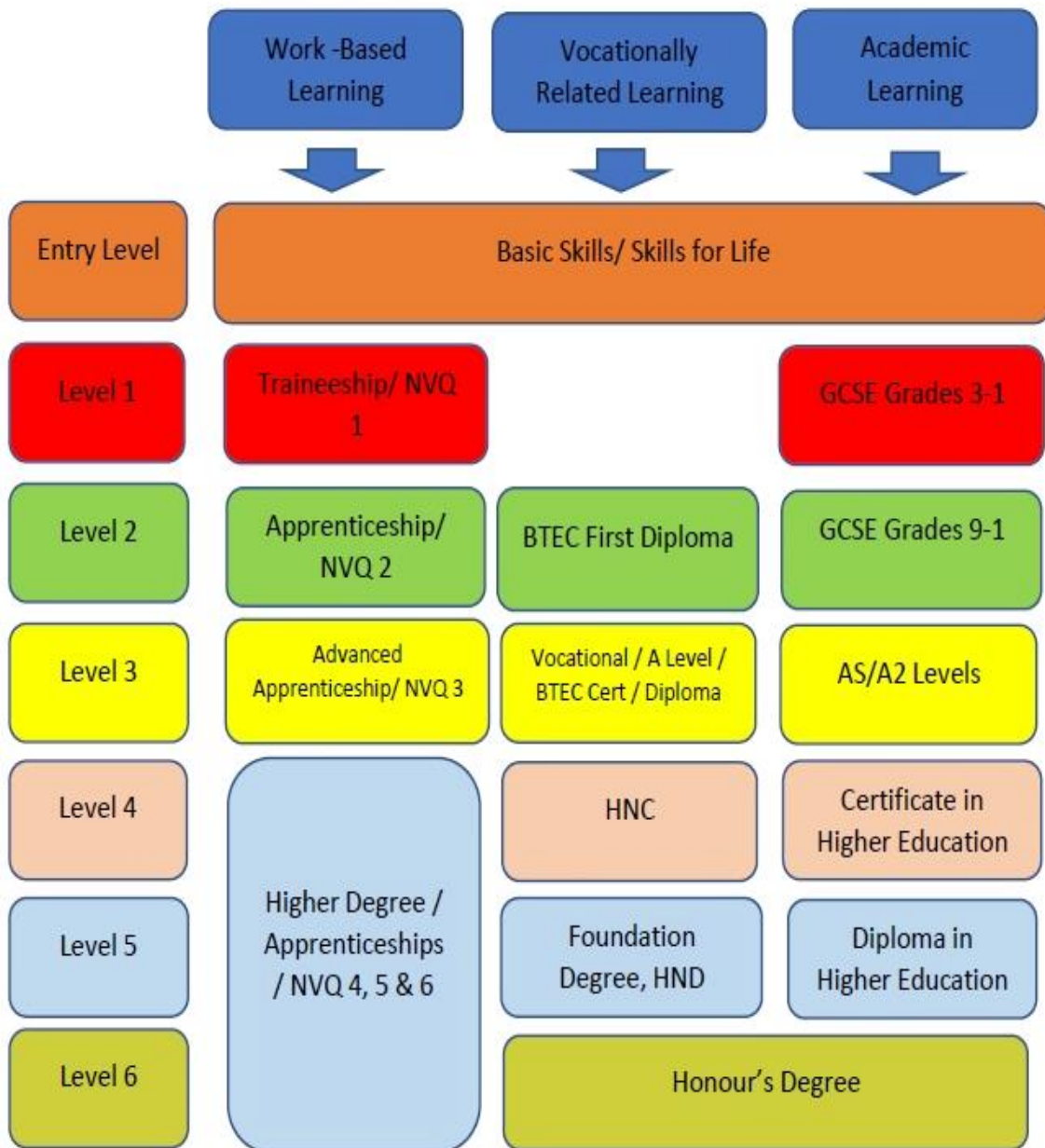
** Please note this is not an exhaustive list*

Colleges	<ul style="list-style-type: none"> • City of Liverpool College https://www.liv-coll.ac.uk • Hugh Baird College Hugh Baird College • Cronton College Cronton Sixth Form College - A Level Courses & Vocational Education • Carmel College www.carmel.ac.uk • Knowsley Community College Knowsley Community College (knowsleycollege.ac.uk) • Wirral Met College Wirral Met College (wmc.ac.uk)
For other colleges and training providers please visit their websites for the most current information.	

During Year 11, young people are encouraged to start as early as October to start looking and considering their next steps. This can include attending open days, looking at prospectuses online, talking through offers and expected grades. Part of this will include teachers, colleges and other professionals talking about expected grades or grade

requirements for post 16 routes. Below is a qualification overview that can be used to help with this, alternatively you can visit the government website that will explain what qualifications mean what. [What qualification levels mean: England, Wales and Northern Ireland - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Qualification Overview



The specific date for when applications need to be submitted vary depending on where they are hoping to go. It is advised that you check the websites of the colleges, sixth form, apprenticeships, or other providers.

They should try and apply as soon as possible as places may fill up. It is important they leave enough time to choose subjects carefully and pick others if needed so that they better suit their grades.

Many thanks and good luck

Yours sincerely,

Steve Reddy
Director of Children and Young People's Services

Liverpool City Council

Cunard Building, Water Street, Liverpool, L3 1AH

W.liverpool.gov.uk



THE WORKPLACE
WELLBEING
CHARTER



INVESTORS
IN PEOPLE

Accredited
Until 2020