

## Careers FAQs



Q1. Where are the Army Careers Offices Located?

Q2. Where do I get an application form for my University Grant?

Q3. How do I find out about Travel Agent work?

Q4. How can I find out about construction jobs and courses?

Q5. Is Connexions open on a Saturday or in the evening?

Q6. Do you provide guidance for adults?

Q7. How do I get the SIA licence to be come an approved Security Guard?

Q8. Where can I get an identity card?

Q9. How do I get a birth certificate?

Q10. How do I open a bank account?

Q11. How can Connexions help me to find a job?

Q12. I'm not sure what to do, can Connexions help me with this?

**Click buttons above to reveal answers**

**Can't find what you are looking for then contact one of our centres by clicking here**

**Answer 1:**

In **Liverpool** it is in the city centre: James Street (opposite James Street station)

In **Birkenhead** it is in Oxton Road (In Charing Cross opposite McDonalds)

In **St Helens** 63 College Street, St. Helens, WA10 1TN, Tel: 01744 739527

In **Kirkby** Market Square, St. Chad's Parade, St. Chad's Drive, Kirkby, L32 8RE Tel: 07736 340199

Go to the web site link below for more info

<http://www.armyjobs.mod.uk/northwest/contact/Pages/def>

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## Answer 2:

All applications for student finance (University Maintenance Grant / Loans) is now done online by clicking the link

[www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/index.htm](http://www.direct.gov.uk/en/EducationAndLearning/UniversityAndHigherEducation/StudentFinance/index.htm)

There is also a student calculator for working out how much financial help is available on the student finance website and also via [www.tiger-nw.org.uk](http://www.tiger-nw.org.uk)

- The Partial Grant sliding scale is now for incomes up to £39,333
- A full grant could be payable for those on a household income of £18,360
- The grant is usually paid in three instalments and does not have to be repaid.
- Part of the grant is paid in substitution for some of the student loan for living costs (see later section on loans). A Bursary may be available, find out from your university website for up to date information.

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### **Answer 3:**

You can download our useful leaflet from

<http://www.connexionslive.com/yp/careers/whychoose/upload/I-Choose-Sport-Leisure-Travel-Tourism.pdf>

**College:** There are specialist qualifications available at a number of different levels from GCSEs to university degrees.

**Apprenticeship:** Training while working and being paid a wage.

**Diplomas:** Diplomas are new qualifications where the learning is based around an employment sector but combined with academic study

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## **Answer 4:**

### **What's it like ?**

The industry needs to recruit more young people as many of the current construction workforce are approaching retirement.

Although there are a few big names in the industry the vast majority of construction companies are small.

### **What are the prospects ?**

The industry needs people for all occupations, but the demand for people to work in higher level jobs (e.g. quantity surveyors, site managers, etc.) has been growing faster than for traditional craft occupations (e.g. brick layers, plasterers, etc.).

As the industry relies on sub contracting there are lots of opportunities for self employment.

### **How do I get into the industry ?**

**College:** GCSEs, A Levels or specialist BTEC qualifications are necessary for entry to some construction industry occupations.

**Apprenticeship:** Training while working and being paid a wage.

**Diplomas:** Diplomas are new qualifications where the learning is based around an employment sector but combined with academic study.

[Click here to download our useful leaflet](#)

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**Answer 5:**

Most of our centres are open **Mon - Fri 9am - 5pm**  
but to check out the opening times for your local centre [click here](#)

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**Answer 6:**

Yes we do through our Next Step team - you can find more information by clicking [here](#)

If you would like to make an appointment to see an Adult Adviser please ring your nearest [Connexions Centre](#) to book in.

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## **Answer 7:**

You must be at least 18 and have to complete an appropriate SIA approved training qualification.

You also need to prove your identity and pass a criminal records check.

You can find details of approved courses in the booklet 'Get Licensed' which can be downloaded from the SIA website [www.the-sia.org.uk](http://www.the-sia.org.uk)

If you would like to talk to someone about how to get started ring or call in to your nearest [Connexions Centre](#)

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**Answer 8:**

You can apply on line for an identity card with either Validate UK or Citizencard.

The web addresses are [www.validateuk.co.uk](http://www.validateuk.co.uk) and [www.citizencard.com/](http://www.citizencard.com/) both cards costs £10.

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**Answer 9:**

To obtain a birth certificate apply via your registrar office, remember to enclose a letter that states your full name at birth, your mothers maiden name, and your fathers if he appears on the birth certificate.

They will also want to know the name of the hospital you were born in and your date of birth.

There is usually a charge for a replacement birth certificate.

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## **Answer 10:**

All banks ask for personal ID. If you have ID with a photograph e.g. passport or driving licence this will be a big help. Other ID that is asked for can include birth certificates and utility bills in the name of the person asking for the account, a letter confirming your entitlement to benefits or a letter from your workplace or educational institution.

Often young people do not have any suitable forms of ID. If this is the case then it is recommended that before your 16<sup>th</sup> birthday you open a bank account as none of the usual ID is required, all you will need is £1 and your parent / carer signature.

In these cases the banks will sometimes accept the support of a family member who has an existing account with them.

The websites of each bank will give further information on types of ID that they will accept. There is more information available at the [direct gov website](#):

Whilst post office accounts are sometimes easier to open it must be remembered that Connexions cannot pay AAP allowance into these accounts, and you cannot receive EMA into these accounts.

If you are having problems with opening a bank account, contact us and we will try to help, for example by contacting banks, accompanying you to a bank interview, or by helping you to sort out ID.

**Please note that a savings account is not acceptable for EMA (Education Maintenance Allowance)**

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## **Answer 11:**

We can offer help in various ways, such as:

- Diagnostic interviews to help you to identify what you need help with:
- One-to-one interviews where we will discuss your career plans or any concerns you have and help you to draw up a plan of action
- Workshops that cover a wide range of job and career related topics
- Job search support where we can help support you in completing application forms, letters, CV's and interview preparation
- Computer aided guidance this is ideal for anyone who is unsure of what they want to do, it can help to identify your career interests
- Matching you to opportunities available and arranging interviews
- You can also access our vacancies online [here](#)

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## **Answer 12:**

There are a number of ways that Connexions can help.

- We have qualified Advisors who can carry out a 'guidance interview', helping you to make decisions about what you want to do and your preferred route into this.
- At the end of this discussion, you will be provided with a Personal Action Plan, detailing your discussion with the adviser, decisions you have made and next steps.

We can also offer computer aided guidance using a programme called 'KUDOS' which is aimed at people who are unsure of what they want to do.

[Click here to Register for our website to give you access to a range of online tools and tips](#)

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