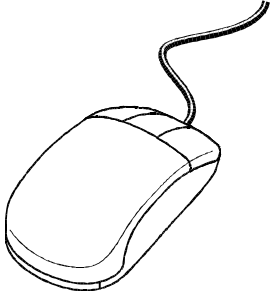


## Working with Computers



- Most people now work with computers in some way
- Some computer jobs are specialist jobs, but most people use the computer as a tool of their work
- There are few opportunities for 16-18 year olds in specialist computer careers (like those listed below)
- For many computer jobs you will need to study to HND or degree level

Some career ideas
Computer Operator
Analyst/Programmer
Software Engineer
Network Administrator
Web Design
Multimedia Specialist
Help Desk Operator
For more information use your careers library or <a href="http://www.connexions-direct.com/jobs4u">www.connexions-direct.com/jobs4u</a>

## Looking for Jobs

- Read Connexions job vacancy posters displayed in school/college or log on to our website [www.thesource.me.uk](http://www.thesource.me.uk)
- Look on the Jobcentre Plus website [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)
- Ring or write to employers you would like to work for
- Ask friends, family & neighbours to help you in your job search
- Read job pages in the local papers especially each Wednesday
- Use the Internet – some employers post careers information and vacancies on their website.
- Be sure a job really interests you, if it does, apply immediately
- Register with Connexions when you leave education
- Check Yellow Pages or [www.yell.com](http://www.yell.com) for addresses under the following headings:

Computer Software, Computer Consultancy, Computer Maintenance, Electronic Engineers, Insurance companies, Local government, Shipping companies, Accounts.

Remember, many companies of all types now have to employ specialist computer staff to ensure their IT runs smoothly.

**REMEMBER - to keep on looking for your own employer**

## Training

- All jobs involve some sort of training:
- (a) "On the job" training that helps you to do the work on a day to day basis, or
  - (b) Training that also leads to a recognised qualification such as an NVQ (National Vocational Qualification)

**An Apprenticeship is a job with training at NVQ level 2 or 3.**

Apprenticeships include improving your "Key Skills" such as communication, numeracy & IT, which are relevant for all jobs and technical certificates related to the type of work.  
 \* Some training providers offer a Programme led Pathway. This means that you would start by working towards the Key Skills and Technical Certificates at the training centre to prepare you for moving on to an apprenticeship.

**NVQs** are different to GCSEs, because they are very practical and relate to the job you are learning to do. They can be gained in different ways, such as one day per week at college, in blocks of training, once per month in a training centre, etc.

**QUALIFICATIONS WILL HELP YOU GET BETTER JOBS IN THE FUTURE**

## Training Centres

NVQs in Information Technology will include the following:

- All aspects of maintaining systems
- Supporting users of IT
- Data inputting
- Basic programming
- Desk top publishing
- Word processing
- Setting up databases & spreadsheets
- Diagnosing faults

## Don't forget ...

- College and 6<sup>th</sup> Form prospectuses
- Suffolk 14-19 Learning Opportunities - [www.future4me.org.uk](http://www.future4me.org.uk)

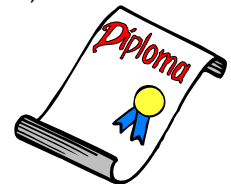
## Time Off for Study or Training

If you are 16 or 17 years of age you have a right to paid time off work for study or training if:

- You are employed
- You did not obtain 5 GCSEs at grades A\* - C or the equivalent (e.g. an Intermediate GNVQ)

The Government has given this right to young workers so that they can:

- Be given another chance to obtain recognised qualifications
- Be more valuable to employers



If you are not receiving training in your job then contact Connexions and ask to speak to someone about your "Right to Time Off for Study and Training"

## Drop in at our Connexions centres - they're open to the public

43 St Andrews Street South  
Bury St Edmunds  
IP33 3PH

Tel. 01284 768493

37 - 43 Fore Street  
Ipswich  
IP4 1JL

Tel. 01473 341800

Opportunity House  
London Road North  
Lowestoft  
NR32 1BH

Tel. 01502 508680

The Cangle Junction  
Haverhill  
CB9 9PF

Tel. 01440 765050  
(open Mon, Tue, Wed  
10-12 & 1-3pm)

Freephone: 0800 085 4448

Web: [www.thesource.me.uk](http://www.thesource.me.uk)

Email: [enquiries@connexionssuffolk.org.uk](mailto:enquiries@connexionssuffolk.org.uk)

The Youth & Connexions Service is part of Suffolk County Council