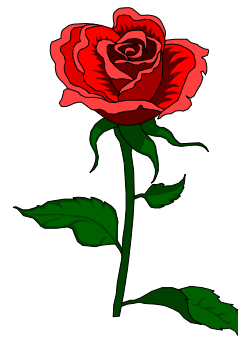


JOB/TRAINING

ROUTES

Working in Retail

- There are many different types of retail outlets you could work in. Some may require you to have specialist knowledge, e.g. in a Fishing Tackle shop or a Computer store. Most jobs can be entered into at 16-18, but this can often mean working part-time and/or flexible hours. It can also involve working weekends and evenings. Some stores will employ graduates on to their trainee manager programmes.



Some career ideas
Store Assistant
Store Demonstrator
Checkout Operator
Shelf Filler
Display Person
Florist
Specialist Retail Assistant
Trainee Retail Manager
For more information use your careers library or www.connexions-direct.com/iobs4u

Looking for Jobs

- Read Connexions job vacancy posters displayed in school/college or log on to our website www.thesource.me.uk
- Look at the Jobcentre Plus website 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 or vacancies on their websites.
- 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 for addresses. Here are just a few headings you could look under:

Supermarkets, DIY stores, Department stores, Chemists-dispensing, Clothes shops, Health food shops, Electrical appliance retailers, children's wear shops, Sports goods shops, Photographic retailers, Florists.

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

- Retail NVQs can include the following:
- Customer service
- Processing sales
- Handling stock
- Good housekeeping
- dealing with returns and complaints
- Display
- Communication
- Security
- Health and safety
- Contributing to effective working relationships

If you are interested in Retail Management there may be training opportunities at 18. Most of these are with national chains of supermarkets, department stores or high street stores.

Trainees are frequently expected to move outside Suffolk. Look at the websites of companies for details. Alternatively, you could apply for a higher education course, e.g. a degree or HND in Business Studies or Retail Management.

Don't forget ...

There are other courses that could be relevant e.g. 'A' levels for Management positions. You can refer to the following sources of information:

- College and 6th Form prospectuses
- Suffolk 14-19 Learning Opportunities - www.future4me.org.uk

Time Off for Study or Training

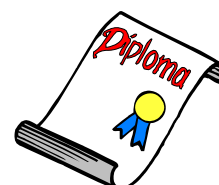
If you are 16 or 17 years of age you have a right to paid time off work for study or training if:

- 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, Tues, Wed
10-12am; 1 -3 pm)

Freephone: 0800 085 4448

Web: www.thesource.me.uk

Email: enquiries@connexionssuffolk.org.uk

The Youth & Connexions Service is part of Suffolk County Council