

# Career learning for the 21st century

Recommended resources for the FE sector

Career Development Service





## Acknowledgements

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## Download

This guide is available to download in PDF format from the LSIS and CEGNET websites.

LSIS: [www.lsis.org.uk](http://www.lsis.org.uk)

CEGNET: [www.cegnet.co.uk](http://www.cegnet.co.uk)

## Other publications in the Career learning for the 21st century series:

- Career learning for the 21st century: a leadership issue for the FE sector. Summary report
- Career learning for the 21st century: a leadership issue for the FE sector. Sources of evidence
- Career learning for the 21st century: effective practice in the FE sector
- Career learning for the 21st century: a toolkit to support co-ordination of careers learning for young people in further education
- Career learning for the 21st century: the career blueprint – a competence approach

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## Foreword

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In 2008/09, LSIS undertook a number of projects for the DCSF, looking at career learning, information, advice and guidance (CLIAG) for young people in the further education sector.

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This work involved discussions with a wide range of people from across the FE sector as well as an in-depth look at the research that has been conducted into this topic over the last few years. The results have been used to produce a series of reports for the sector and others with an interest in the topic. It became clear that CLIAG is a leadership issue and that leaders in the sector need to address how their organisation can deliver this support effectively to gain maximum benefits for young people and their organisation.

This publication provides information on resources that providers might find useful to support the delivery of careers learning information, advice and guidance for young people in further education. In December 2008, we consulted a wide range of providers to ask for their help in identifying resources that they would recommend; these include books, directories, classroom materials and software.

Whilst the focus of the study has been primarily on the 14-19 age group, many of the resources will be useful when working with learners of all ages.

**Ann Ruthven**

**Programme Lead, Career Development and Safeguarding**

## Introduction

This document contains a list of current resources relating to careers information, advice and guidance. It is separated into tables of resources under headings to help you identify what you might find useful. Each table shows the title of the resource, a brief description of information contained within and suggested user group, publisher, publishing date, ISBN and price. You will find that many suppliers will give discount on such materials.

This is a list of resources that are current and available to buy, but is not exhaustive. Those annotated with a tick have been recommended by practitioners currently working with young people in further education, and practitioners' comments are included. Many producers of careers-related resources, and independent suppliers, produce catalogues. These invariably list additional resources; however, many tend not to fall within the recommended lifespan of a careers resource.

The general guideline for currency of publications is that resources containing 'hard' information (i.e. salaries, number of available course or training places, and statistics) should be kept for no longer than two years. Materials containing 'soft' information (i.e. general job descriptions and other such information that is less likely to date), may be kept for longer, but ideally no longer than three years.

The exceptions to these rules are some careers education programmes and classroom materials, that are not updated more regularly, and where materials can be used and adapted as necessary over time. Some special educational needs (SEN) materials also tend to be retained, as again these are updated less often. Where materials are older than the suggested ruling above, it is recommended that a sticker is placed on the front cover stating, "Although this publication is over two years old, some of the information contained may still be useful".

The resources listed in this document can be purchased from a variety of retailers. Some books can be bought from high street booksellers, and most through online suppliers such as Amazon.

Many publishers will also supply their own titles, and these can be ordered by telephone or through the web. If you prefer to buy direct from a publisher, you should search on their website or ring them direct to see if this is possible. Another method that many organisations choose to use is to order all required resources through a main supplier. Three of the bigger companies offering this service are:

- Trotman – [www.ordermaster.co.uk](http://www.ordermaster.co.uk)
- Prospects – [www.prospects-sales.co.uk](http://www.prospects-sales.co.uk)
- Turner Books – [www.turnerbooks.co.uk](http://www.turnerbooks.co.uk)

All three suppliers offer online order systems.

The guide does not list websites for careers information, advice and guidance. There are thousands of websites available, although not all are accurate or up to date. The easiest way to search for websites is to use a search engine, such as Google, for reliable web searches of reputable, informative and up-to-date information it is suggested that Careers Comp@nion, an online portal (listed p46), is purchased.



## Resources

### Careers directories

Resource title	Description
Careers 2009 (paperback)	<p>A careers directory covering over 750 jobs written in clear, accessible language. Covers information on what the job involves, career prospects, salary and what training and qualifications are needed. Suitable for students aged 14+ and adult clients. Useful to refer to in support of individual careers guidance and as a visual aid when working with groups as part of a careers education and guidance programme.</p> <p><b>Practitioners' comments</b></p> <ul style="list-style-type: none"> <li>● The 'job aspects' and 'occupational clusters' are easy to understand and identify with.</li> <li>● The index of levels is useful.</li> <li>● Like the happiness index.</li> </ul>
Careers 2009 (loose-leaf)	Loose-leaf version of the above
Cool Careers by Carolyn Boyes	<p>A guide to help students who are trying to find out what jobs they might be interested in. This book contains around 500 of the coolest careers around from laser artist to ambassador.</p> <p><b>Practitioners' comments</b></p> <ul style="list-style-type: none"> <li>● Categorises jobs to their purpose e.g. "a cool career using your body"</li> <li>● Useful when trying to relate interests to potential careers</li> </ul>
Jobfile 2009–10 (bound version)	An occupational information book covering over 800 jobs presented in alphabetical order and classified using the CRCI. Suitable for students aged 14+ and adult clients.
Jobfile 2009–10 (ring binder)	Loose-leaf + ring binder version of above.
Jobs and Careers After A Levels	An essential source of information about job opportunities after A levels or equivalent qualifications. It also explains to young people what to expect when they start work.
The Careers Directory 2008/09 (3 <sup>rd</sup> edition)	A careers directory with information on 350 professional careers.
The Penguin Careers Guide (14 <sup>th</sup> edition)	A careers information guide covering over 300 careers.
The Times A-Z of Careers & Jobs	Contains facts and advice on over 300 different occupations and job types.
What Can I Do With ... an Arts Degree?	Exploring various opportunities available for students gaining an arts degree.

Recommended	Publisher	Publishing date	ISBN	Price
✓	Trotman	October 2008	978 1 90604 138 0	£45.00
	Trotman	October 2008	978 1 90604 139 7	£65.00
✓	Collins	April 2008	978 0 00726 352 3	£7.99
	VT Enterprise (Lifeskills)	April 2009	978 1 90585 498 1	£40.00
	VT Enterprise (Lifeskills)	April 2009	978 1 84823 194 8	£50.00
	Lifetime	October 2007	978 1 90497 921 0	£11.99
	COA	September 2008	978 0 95505 417 4	£15.99
	Penguin	September 2008	978 0 14103 788 2	£16.99
	The Times	April 2009	978 0 74945 510 1	£14.99
	Trotman	September 2009	978 1 84455 210 8	£12.99

Resource title	Description
What Can I Do With ... My Degree?	This book explores the numerous opportunities available for graduates, showing how to use the skills developed during degree study and identifying suitable and fulfilling roles.
What Can I Do With ... No Degree?	Encourages readers to explore a wide range of opportunities and understand that you don't have to be a graduate to have a successful and fulfilling career. Suitable for students in year 10 and above who are considering their post-18 plans. It is set out in 15 different career sectors, with related case studies. Use as an aid to individual careers guidance session and as a visual aid when working with groups. <b>Practitioners' comments</b> <ul style="list-style-type: none"> <li>● The introduction is reassuring. It advocates work/job related training on and off the job and the benefits of part-time study to acquire NVQs etc.</li> </ul>
You Want To Do What?!	This book has over 100 career options, offering a great starting point for people exploring less mainstream careers. Each career has detailed information about the job and training required for entry.

## Career-specific books

Resource title	Description
Becoming a Doctor: Is Medicine Really the Career for You?	A book aimed at students considering medicine as a career option.
Media 2008	An up-to-date directory of media contacts and career options, focusing on how to survive as a media worker, or as a student looking to enter a rapidly-changing industry.
Careers Uncovered (series e.g. The Internet Uncovered, Design Uncovered)	This series takes a modern and realistic look at a range of professional careers. Each title uses case studies with advice from people who have succeeded in that industry, as well as standard information on training, work experience, qualifications and job opportunities.
Real Life Guides (series e.g. Armed Forces, Creative Industries)	These are practical guides for practical people. Aimed to inform and inspire young people, they provide information on how to become successful at a wide range of hands-on careers. Other titles published pre-2008 also available.
So You Want To Work In ... (series)	A series of clear and informative guides designed to assist young teenagers with their research into various careers.



Recommended	Publisher	Publishing date	ISBN	Price
	Trotman	September 2009	978 1 84455 211 5	£12.99
✓	Trotman	October 2008	978 1 84455167 5	£12.99
	Trotman	December 2008	978 1 84455 176 7	£14.99

Recommended	Publisher	Publishing date	ISBN	Price
	Apply 2	January 2009	978 0 95567 466 2	£14.99
	Media Guardian	March 2008	978 0 85265 091 2	£19.99
	Trotman	Various	Various	£12.99 or £14.99
	Trotman	Various	Various	£9.99
	Wayland	Various	Various	£8.99

Resource title	Description
Working In (series)	Each title features real-life case studies with people who tell the reader what the job is really like, both good and bad, and offers advice on how to get in and the skills and qualities needed. Well-researched and presented in full colour. Other titles published pre-2008 also available.

## Special educational needs

Materials for use by people with special needs and also resources for their advisers. There are many more titles available, published before 2007.

Resource title	Description
Able to Succeed	Written for organisations and professionals that provide careers advice and information to clients with disabilities and/or health conditions. It provides information on eleven common health conditions, and has been researched in conjunction with organisations that specialise in advice and guidance for disabled people. Detailed articles also consider issues such as mental health and employment, and services for disabled people. For clients needing further information, contact information, website and email addresses and textphone and helpline numbers are provided
COPE	A directory of post-16 residential education and training for young people with special educational needs. Detailed information on 155 residential institutions in the UK is included.
Disability Rights Handbook 2008–2009	This book is an invaluable guide to benefits and services for all disabled people, their families, carers and advisers.
	A CD-ROM version of the above resource.
I Can ... (series e.g. I Can Fill in Application Forms)	The <i>I Can ...</i> series is designed to help SEN students at transition stages. Each title is fully illustrated and presented in a user-friendly format. Fully photocopiable.
If I Were ... Plus! (ring binder)	This resource comprises of 155 leaflets describing, in clear and simple terms, a wide range of jobs open to those with few or no qualifications. It is an ideal resource for clients with MLD. Each leaflet covers skills, qualities and training required for the job.
If I Were ... Plus! (CD-ROM)	CD-ROM version of above.

Recommended	Publisher	Publishing date	ISBN	Price
	VT Enterprise (Lifeskills)	Various	Various	£8.50

Recommended	Publisher	Publishing date	ISBN	Price
	CASCAiD	July 2007	978 0 95321 194 4	£20.00
	Lifetime Publishing	August 2008	978 1 90497 928 9	£37.50
	Disability Alliance	May 2008	978 1 90333 544 4	£21.00
	Disability Alliance	May 2008	978 1 90333 545 1	£23.50 + VAT
	Desk Top Publishing	May 2004	Various	£20.00
	Lifetime Publishing	July 2009	978 1 90287 692 4	£75.00 + VAT
	Lifetime Publishing	July 2009	978 1 90497 903 6	£99.00 + VAT

Resource title	Description
JED: Job Explorer Database	<p>The interactive multimedia careers resource explores over 830 jobs (1,900 career titles), with pictures, videos, quizzes, shortlists and text. Accessible, easy-to-read essential job information. Further in-depth information for entry qualifications, training, work experience and opportunities. Over 5,000 pictures and 250 video case studies. Quizzes to suggest where to start looking. Save your shortlists, quiz results, and job ideas to print out, add to your achievement record, and resume from later. One subscription covers your whole site. Includes <i>First Jed</i> – a simplified version of <i>JED</i> for younger students and special educational needs.</p> <p><b>Practitioners' comments</b></p> <ul style="list-style-type: none"> <li>● Easy to use and easy to read</li> </ul>
On the Spot Active	<p>This colourful, easy-to-use, computer game encourages students to explore jobs and the world of work in a lively and fun way. The programme has seven activity zones, of varying levels of difficulty, each with its own theme and challenges. Full of colourful images, sounds, animations and tasks to keep users interested as they gather information about jobs and work.</p> <p><b>Practitioners' comments</b></p> <ul style="list-style-type: none"> <li>● Pictorial, visual and fun</li> <li>● Use in a variety of curriculum areas</li> <li>● Use in tutorials and reviews</li> </ul>
On the Spot	<p>This resource on CD-ROM is a great way to explore the world of work with students with special educational needs. The pack is full of easy-to-use and highly visual worksheets designed to stimulate discussion. This is available in two formats: CD-ROM only or the printed version with the CD-ROM.</p> <p><b>Practitioners' comments</b></p> <ul style="list-style-type: none"> <li>● User friendly for our learners to help them understand components of jobs</li> </ul>
The Into ... series	<p>This is a series of career guides for students, trainees and job seekers with disabilities considering their career and education options. Each book includes case studies of disabled people either training or working, as well as practical information and advice, and useful contacts.</p>
Into Higher Education 2009	
Into Medicine	
Into Teaching	
Managing Dyslexia at College or University	<p>This book explains the rights of, and makes sense of the information available to, dyslexic students. It also explains and clarifies the responsibilities of academic and support staff.</p>

Recommended	Publisher	Publishing date	ISBN	Price
✓	Careerssoft	August 2008		£170.00 + VAT annual site licence
✓	Highflyers	October 2005		£65.00 + VAT
✓	Highflyers	April 2004		£70.00 + VAT
	Skill			
	Skill	October 2008	978 0 95554 621 1	£15.00
	Skill	October 2007	978 1 86996 559 4	£6.50
	Skill	October 2008	978 0 95554 620 4	£6.50
	David Fulton Books	July 2007	978 1 84312 341 5	£20.00

## Education-related guides

For example, choices, qualifications, study skills.

Resource title	Description
A-Z of Exam Survival	This guide is aimed to help 13 to 19-year-olds survive exams with confidence. It covers planning a revision timetable, effective note-taking, memory aids and how to use them, last minute revision and how to make the best use of coursework.
British Vocational Qualifications	A reference guide for students, teachers and advisers, containing over 3,500 vocational qualifications in the UK. It lists qualifications appropriate for each profession and where they can be studied, together with details of awarding, examining and validating bodies.
Choosing Your A Levels and Other Post-16 Opportunities	This book aims to guide students and advisers through the process of making post-16 choices, by providing a broad analysis of all the post-16 options and suggesting ways of dealing with the decision-making process.
Decisions at 13/14+	A guide for students selecting options beyond year 9.
Directory of Vocational and Further Education 2008/09	A directory of all vocational and further education courses in the UK.
Guide to Independent Schools	An essential guide when starting to choose an independent school, detailing the differences between establishments.
How to Write Better Essays	This book tackles each stage of essay writing from interpretation of the question, to the research, planning, writing and revision. It teaches students not just how to improve their study skills, but their thinking skills, too.
Studying and Learning at University	An introduction to essential study skills, including how to approach learning and prepare for written assessments.
The Study Skills Handbook	This study skills book covers all the core skills, including elearning and numeracy. It introduces students to the skills they need to succeed in HE in a user-friendly, interactive format.
Understanding the New Diplomas	This A5 booklet explains the Diploma in a straightforward way and aims to answer questions likely to arise when considering post-14 options. Minimum order 10 copies.
Which A Levels?	A student-friendly guide to post-16 options. Aimed at students but also very useful for tutors at interviews <b>Practitioners' comments</b> <ul style="list-style-type: none"> <li>● Clear and easily accessible</li> <li>● Use at the initial interview stage and at enrolment</li> </ul>
What Next After School?	This book gives up-to-date information on all the various options available to school leavers.



Recommended	Publisher	Publishing date	ISBN	Price
	Trotman	September 2007	978 1 84455 134 7	£9.99
	Kogan Page	January 2009	978 0 74945 341 1	£40.00
	Trotman	September 2008	978 1 84455 163 7	£14.99
	Lifetime	August 2008	978 1 90497 913 5	£11.99
	Prentice Hall	May 2009	978 0 27371 874 1	£95.00
	Daily Telegraph	October 2009	978 1 84455 204 7	£24.99
	Palgrave McMillan	February 2008	978 0 23022 480 3	£11.99
	SAGE	March 2008	978 1 41292 963 9	£11.99
	Palgrave McMillan	February 2008	978 0 23057 305 5	£12.99
	Trotman	October 2008	978 1 90604 141 0	£1.00
✓	Lifetime	July 2008	978 1 90497 931 9	£13.99
	City & Guilds	November 2008	978 0 74945 401 2	£7.99

## Higher education books and directories

For sixth-form and year 12 students and older clients planning to apply for higher education courses.

Resource title	Description
A Guide to Uni Life	A new guide written by a recent graduate on how to get the most from the university experience, with practical tips on every aspect of student life from your first day to graduation.
The Art & Design Directory 2009	This directory provides a comprehensive listing of art and design courses available in the UK, covering further education (post-16 courses), and those at undergraduate and graduate level. Included is detailed information about the courses and application procedures.
Big Guide 2010 (book and CD-ROM)	A comprehensive and accurate guide to higher education courses available, including advice on the application process and complete entry requirements to all 50,000+ courses. Each book comes with Entry Requirements CD-ROM, which contact all available qualification requirements.
Big Guide 2010 Entry Requirements (CD-ROM)	See above.
British Qualifications (hardback)	A complete guide to professional, vocational and academic qualifications in the UK, listing also over 500 professional institutes, accrediting bodies and university awards.
British Qualifications (paperback)	As above.
Choosing Your Degree Course & University	An ideal resource for prospective students unsure of what or where they want to study. <b>Practitioners' comments</b> ● Good layout and clear language
Creating Your UCAS Personal Statement	A no-nonsense guide filled with advice and tips on getting the personal statement right, showing how to communicate all the essential information in a way that will get a positive response from university admissions tutors. Minimum order 10 copies.
Critical Choices: Writing a Winning Personal Statement	A fully photocopiable teaching resource to help teachers advise students on writing a personal statement, offering subject specific guidance. It also provides advice on how to cover other issues that may affect the student's application, such as illness, bereavement, or a disability that may affect their final grades.
Directory of Teacher Training Courses 2009	This directory provides applicants looking at teaching courses with the essential information they need to make the right choices. It also provides an A-Z of institution profiles as well as full course listings.

Recommended	Publisher	Publishing date	ISBN	Price
	Trotman	August 2009	978 1 84455 216 0	£9.99
	Inspiring Futures	January 2009	978 1 90505 716 0	£29.99
	UCAS	May 2009	978 1 84361 103 5	£36.50
	UCAS	May 2009	978 1 84361 114 1	£15.00
	Kogan Page	December 2008	978 0 74945 343 5	£70.00
	Kogan Page	December 2008	978 0 74945 342 8	£48.00
✓	Trotman	April 2008	978 1 84455 157 6	£22.99
	Trotman	September 2008	978 1 90604 142 7	£1.00
	Trotman	June 2008	978 1 90604 103 8	£60.00
	Trotman	December 2008	978 1 90604 136 6	£18.99

Resource title	Description
Getting Into the UK's Best Universities & Courses	This book seeks to help those who set their university goals very high by offering course and institution-specific advice on ways of maximising an applicant's chances of success. It also covers hints and tips on completing the UCAS application form and for a successful interview.
Getting In, Getting On 2010	An essential resource for anyone involved in guiding students from school or college into higher education.
Guide to the World's Top Universities	A guide to the top universities in the UK and overseas.
HEAP 2010 (University Degree Course Offers)	The only higher education guide to list UCAS offers in descending points order. Also includes information such as tips for writing a personal statement, sample interview questions and reasons for rejection.
How to Complete Your UCAS Application 2010 Entry	This guide is a practical information book that helps the student avoid making common mistakes in their application to ensure they get onto their dream course. The book also offers advice on what to do and who to contact should they not get the grades they need. <b>Practitioners' comments</b> ● Links well to UCAS website
How to Write a Winning UCAS Personal Statement	This book will help students to complete the most challenging section of the UCAS application form.
Insider's Guide to Applying to Applying to University	The <i>Insider's Guide</i> aims to unravel the mysteries of applications and highlights what admission tutors are looking for in prospective students.
Into Higher Education 2009	A higher education directory for prospective students with disabilities.
Oxbridge Entrance: The Real Rules	This book answers all the questions raised by this special university choice, but also explains what sets Oxford and Cambridge apart and what makes it worth going there.
Sixthformer's Guide 2009	The <i>Sixthformer's Guide</i> details all the dates of open days at higher education institutions across the UK.
Surviving Your First Year at University	This booklet supports students through their first year at university, with details of what to expect and advice on how to settle in. Minimum order 10 copies.
The Daily Telegraph Guide to UK Universities 2010	Formerly called <i>The Student Book</i> , this book includes profiles of all institutions offering HE courses in the UK, including information from current students on what it's actually like to study there. Also included are details on location, housing, cost of living, sports and nightlife.

Recommended	Publisher	Publishing date	ISBN	Price
	The Daily Telegraph	August 2008	978 1 84455 179 8	£12.99
	UCAS	January 2009	978 1 84361 113 4	£16.00
	Wiley Blackwell	December 2008	978 1 40516 312 5	£19.99
	Trotman	May 2009	978 1 84455 182 8	£29.99
✓	Trotman	May 2009	978 1 84455 194 1	£12.99
	The Daily Telegraph	August 2008	978 1 84455 180 4	£12.99
	The Daily Telegraph	August 2008	978 1 84455 181 1	£12.99
	SKILL	October 2008	978 0 95554 621 1	£15.00
	Times Educational Supplement	June 2008	978 0 95459 443 5	£13.99
	Inspiring Futures	January 2009	978 1 90505 719 1	£12.99
	Trotman	June 2008	978 1 90604 133 5	£1.00
	The Daily Telegraph	June 2009	978 1 84455 185 9	£17.99

Resource title	Description
The Guardian University Guide 2009	This guide helps students choose the right course and the right university for them.
The Higher-Education Advisers' Handbook: Practical Steps for One-to-One Guidance by Andy Gardner.	<p>The book concentrates particularly on the best ways to provide one-to-one guidance, suggesting practical strategies that will be useful both to those with little or no guidance training, as well as to trained advisers who need further information and ideas. Subsequent chapters provide general information on the decision-making and application process. There is also detailed reference material on specific university subjects. The book promotes a practical approach throughout. Advisers should be able to dip into it – even in the middle of an interview with a student – or they can use the information to prepare handouts and presentations.</p> <p><b>Practitioners' comments</b></p> <ul style="list-style-type: none"> <li>● Practical approach</li> <li>● Step by step guide</li> <li>● Useful overview of course subject information in appendix</li> <li>● Useful strategies for conducting interviews</li> <li>● Useful list of questions for working with students at different stages of decision-making</li> </ul>
The Times Good University Guide 2010	A unique league table, ranking Britain's universities overall. The rankings provide hard data, analysed, interpreted and presented by a team of experts.
Which Uni? (formerly The Ultimate University Ranking Guide)	This guide pulls together information from all the ranking tables, explaining what they all mean.
UK and International Qualification	This CD-ROM contains guides informing those advising young people of changes in pre-HE qualification both in the UK and overseas.
What Do Graduates Do? 2009	This book takes a comprehensive look at the graduate employment market. It contains the latest statistics on the employment status of new graduates, as well as expert commentary on what the trends really mean to job-hunting graduates.
Writing an Effective Personal Statement	This book contains tried and tested activities to help students write their UCAS personal statements. Information has been collected from 70 admissions tutors regarding what they look for in specific subject applications.
	CD-ROM version of above.
Writing References for Higher Education	<i>Writing References</i> contains support materials for those responsible for writing references for higher education. Includes examples of references and constructive comments from admissions tutors.



Recommended	Publisher	Publishing date	ISBN	Price
	The Guardian	July 2008	978 0 85265 097 4	£15.99
✓	Park Parade Publishing	March 2006	978 0 95523820 8	£30.00
	The Times	June 2008	978 0 00727 353 9	£15.99
	Trotman	September 2009	978 1 84455 209 2	£14.99
	UCAS	October 2008	978 1 84361 117 2	£9.99
	HECSU/AGCAS/ UCAS	November 2008	978 1 84016 139 7	£14.95
	Senior Press	March 2008	978 1 09541 168 5	£39.00
	Senior Press	March 2008	978 1 90537 101 3	£129.00 + VAT
	Trotman	March 2008	978 1 84823 191 7	£35.00

Resource title	Description
	CD-ROM version of above.
Getting Into ... (series e.g. Art & Design Courses 2010 entry, Oxford & Cambridge 2010 entry, US and Canadian Universities, Physiotherapy Courses)	The <i>Getting Into</i> guides give would-be students a head start when applying for highly competitive undergraduate courses and universities. Written by acknowledged experts in clear and concise format, they offer straightforward, practical advice on how to secure a place on the course of their choice. The guides also provide an honest view of what it's like to study the subject, advice on choosing the right course and college, guidance on the application procedure and tips on how to shine at interview.
Progression to ... Guides (series e.g. Economics, Finance & Accountancy 2010, Psychology 2010)	This series helps students and advisers access good quality, useful information on some of the most competitive subject areas. They cover advice on applying through UCAS, routes to qualifications, course details, job prospects, case studies and career advice.

## Higher education admissions tests

Resource title	Description
Passing the National Admissions Test for Law (LNAT)	Provides a practice test following the LNAT approach, with explanations of both the correct and incorrect answers.
Passing the UK Clinical Aptitude Test and BMAT	Helps prepare students for the UKCAT and BMAT by familiarising them with the types of questions used and the ways to solve them.
Succeeding in the 2009 Clinical Aptitude Test (UKCAT)	This guide aims to help applicants, parents and teachers prepare for the UKCAT, providing practice questions for each section as well as a full mock to complete under test conditions.
Succeeding in the Biomedical Admissions Test (BMAT)	This guide aims to help applicants, parents and teachers prepare for the BMAT, providing practice questions for each section as well as a full mock to complete under test conditions.

Recommended	Publisher	Publishing date	ISBN	Price
	Trotman	March 2008	978 1 90537 113 6	£129.00 + VAT
	Trotman	Various	Various	£12.99
	UCAS	May 2009	Various	£15.99

Recommended	Publisher	Publishing date	ISBN	Price
	Law Matters	May 2008	978 1 84641 055 0	£15.00
	Learning Matters	April 2009	978 1 84445 284 2	£15.00
	Apply 2	April 2009	978 0 95567 467 9	£14.99
	Apply 2	January 2009	978 1 90683 900 0	£14.99

## Student finance

Resource title	Description
Daily Telegraph Guide to Student Money 2010	Formerly called <i>Students' Money Matters</i> , this guide helps students to manage their funds, fees and finances at university and college.
Educational Grants Directory 2009–10	This directory contains details of over 1,600 sources of financial help for school children and students in need.
Student Support and Benefits Handbook 2008/09	This annual guide to financial help for students is indexed and cross-referenced to the law and regulations. It contains useful summary tables and step-by-step guides to assist with calculating benefit entitlement in the light of student income.
University Scholarships, Awards and Bursaries	This guide offer detailed information on how to apply for other sources of income than just a student loan.
The Young Person's Handbook	This handbook provides information regarding financial support and learning route for young people aged 16–19.

## Gap year and time out

Resource title	Description
Archaeo Volunteers	An essential resource for all those interested in discovering and protecting world heritage, listing hundreds of volunteering opportunities throughout the world.
Gap Years for Grown Ups	Advice and guidance for adults planning to put their normal life on hold to go off and see something of the world.
Green Volunteers	This book lists hundreds of conservation and wildlife projects throughout the world.
Live & Work in ... (series e.g. Live & Work in Australia, Live & Work in China)	This series provide all the information needed to make a successful transition, from where to live to setting up a bank account and finding a doctor. Each book includes detailed maps, practical checklists, reliable facts and information.
Summer Jobs Worldwide 2009	A guide to seasonal work for young people featuring a huge range of opportunities both in the UK and overseas.
Teaching English Abroad	Provides help in finding work as a teacher of English as a foreign language, covering where the jobs are, what they will be like and how to get them.
The Gap-Year Guidebook 2009	This guidebook covers everything you need to know about taking time out. It has advice on travelling, volunteering, working abroad, languages, career breaks and for information mature travellers, with details of hundreds of useful organisations. This edition also has a chapter on life after your gap year.

Recommended	Publisher	Publishing date	ISBN	Price
	The Daily Telegraph	June 2009	978 1 84455 186 6	£16.99
	DSC	March 2009	978 1 90629 431 1	£50.00
	CPAG	December 2008	978 1 90607 618 4	£12.50
	Trotman	September 2009	978 1 84455 183 5	£22.99
	CESI	April 2009	978 1 84823 193 1	£15.95

Recommended	Publisher	Publishing date	ISBN	Price
	Green Volunteers	January 2009	978 8 88906 015 5	£11.99
	Trotman	October 2008	978 1 85458 441 0	£12.99
	Green Volunteers	January 2009	978 8 88906 014 8	£11.99
	Trotman	Various	Various	£14.99
	Trotman	October 2008	978 1 84548 439 7	£12.99
	Trotman	January 2009	978 1 85458 440 3	£14.99
	Catt Educational	November 2008	978 1 90472 456 8	£12.95

Resource title	Description
The Study Abroad Handbook	This is a detailed guide for students wanting to study in another country, with information on the practical, financial and emotional aspects of studying abroad.
The Voluntary Agencies Directory 2008	This publication list over 3,000 UK voluntary and community organisations, providing contact information, organisational profiles and financial data.
Work Your Way Around the World	A specially designed guide for the modern working traveller, profiling many job opportunities, first-hand accounts and advice on how to get work.
World Volunteers	A guide for those wanting to find voluntary work in the developing world.
Your Gap Year	This guide provides information on a wide range of jobs, voluntary opportunities and specialist gap year programmes, together with first-hand accounts from people having completed their gap year.

## Careers education, citizenship, PSHE and other classroom materials

There are many more titles and packages available, published before 2007.

Resource title	Description
Careers Education and Guidance Post-16	<p>A ring binder containing over 500 pages of photocopiable careers education activities in line with DCSF recommendations for post-16 students. Activities including quizzes, games, discussion topics and research tasks, challenge post-16 students to self-review, research and plan ahead for future options.</p> <p><b>Practitioners' comments</b></p> <ul style="list-style-type: none"> <li>● Use activities in progression tutorials and to prompt discussion</li> <li>● Useful when planning careers education and guidance and to generate discussion with senior staff about provision</li> <li>● Complements ILP and action-planning processes or personal development portfolio and progress file</li> <li>● Employability and career capital and future of work particularly relevant to vocational students</li> <li>● Clear steps and outcomes</li> <li>● Simple pick-up lessons to fill in identified gaps</li> <li>● Content of reviews and cards are good. Great to dip into and adapt</li> <li>● Good stuff on LMI and future mobility and diversity</li> </ul>



Recommended	Publisher	Publishing date	ISBN	Price
	Palgrave MacMillan	June 2008	978 0 23000 761 1	£11.99
	NCVQ	February 2008	978 0 71991 737 0	£50.00
	Vacation Work	August 2009 (new edition)	978 1 85458 456 4	£12.99
	Trotman	January 2008	978 8 88906 013 1	£11.99
	Vacation Work	October 2009 (new edition)	978 1 84558 49 1 5	£12.99

Recommended	Publisher	Publishing date	ISBN	Price
✓	VT Enterprise (Lifeskills)	June 2006	978 1 90602 852 7	£80.00

Resource title	Description
Careers Express CD-ROM	<i>Careers Express</i> is a comprehensive careers education programme, designed to meet the needs of post-16 students, providing a lesson a week, in years 12 and 13, organised into a structured framework. Issues covered include using resources and the internet, applying to university, career and personal planning, job hunting, voluntary work and work experience, and taking a year out. The layout is easy to use, with over 150 worksheets, handouts and tutor notes, thus enabling it to be used by a novice or as part of an existing tutorial programme.
Career Stuff 14-19 e.g. Personal Stuff, Planning Stuff	A lively and practical career management resource that stimulates learners of all abilities aged 14-19. Each ring binder and CD-ROM offers 35 lesson plans. <b>Practitioners' comments</b> <ul style="list-style-type: none"> <li>● Useful for planning and delivering CEG</li> <li>● Linked to CEG criteria at appropriate level</li> </ul>
Career Tracks Special	A complete careers education programme for students with special educational needs (MLD, SLD and PMLD). It consists of over 200 pages of photocopiable posters, lesson plans and activity sheets with simplified worksheets. Ring binder format.
	CD-ROM format of above.
	CD-ROM + ring binder.
Careers Train: supporting careers work in work based learning and e2e.	<i>Careers Train</i> is a comprehensive careers education programme for those working with post-16 trainees in work-based learning. Starting with initial assessment, and covering all the key themes of careers education, the pack uses a participative and fun approach. This is now available in two formats: CD-ROM only or the printed version with the CD-ROM. <b>Practitioners' comments</b> <ul style="list-style-type: none"> <li>● Good for lesson plans and resources</li> </ul>
Careers Train	As above CD-ROM.
Citizenship Special	A comprehensive citizenship programme written and illustrated specifically for students with special needs in mainstream and special schools. It comprises 13 units that can be used in KS3 and KS4 to develop citizenship and knowledge.
Create CD-ROM	A pack containing 17 self-study workbooks for post-16 careers work. Topics include: how to career plan, making better career decisions, choosing higher education and coping with interviews. Each workbook has activities and exercises to stimulate thinking and explore topics in depth, together with sources of information, help and guidance.

Recommended	Publisher	Publishing date	ISBN	Price
	Highflyers	March 2008	978 1 90344 929 5	£95.00 + VAT
✓	VT Enterprise (Lifeskills)	September 2008	Various	Various
	VT Enterprise (Lifeskills)	January 2005	978 1 90602 830 5	£75.00
	VT Enterprise (Lifeskills)	January 2005	978 1 90602 829 9	£75.00 + VAT
	VT Enterprise (Lifeskills)	January 2005	978 1 90602 831 2	£125.00 + VAT
✓	Highflyers	July 2007	978 600000 7621	£125.00 +VAT
✓	Highflyers	July 2007	9786000007614	£95.00 +VAT
	VT Enterprise (Lifeskills)	March 2003	978 1 90602 838 1	£70.00
	Highflyers	March 2008	978 1 90344 930 1	£99.00 + VAT

Resource title	Description
Developing Young People's Attitudes to Work	This pack helps students review their own personal attitudes and qualities, and also to research those that employers value.
Developing Young People's Skills for Work	Employers state that when recruiting staff, work skills and the right attitude are as important, if not more important, than academic qualifications. It contains exercises designed to help students review their own skills and identifies further steps they can take to improve and develop these skills as they progress through education. Covering over 30 skills ranging from; reading, listening and working in a team to organising information, using IT and managing time. This pack supports learning for work in line with the WRL strategy for KS 4. <b>Practitioners' comments</b> <ul style="list-style-type: none"> <li>● Useful to back up self-assessment exercises. Students can use for definitions</li> <li>● Use to help students recognise employability gaps and what they need to improve</li> <li>● Clear, easy to read and photocopiable</li> </ul>
Emotional Intelligence Activities Pack	This pack is aimed at students at KS3 and 4. It stimulates discussion about feelings, emotions and choices, and helps increase self-awareness with 49 illustrated flash cards.
Games for Talking: Let's Talk!	A set of discussion and prompt cards designed for use in groups.
Games for Talking: Let's Draw!	A set of discussion and prompt cards designed for use in groups, using drawing as a way of communicating.
Games for Talking: Top 5 Cards	A pack of cards for conversation, group openers or as a fun activity.
Go Wild with LMI	This pack and CD-ROM aims to raise awareness of local and national labour market trends, and the use of LMI through the job-hunting process, through PowerPoint presentations, games and quizzes.
Icebreakers	A collection of ideas and games to get young people motivated and to raise confidence.
Improving Your Chances	This ring binder has been designed to benefit those individuals who, by their actions or experience, are disadvantaged in life and employment prospects. Themes covered include: avoiding risk; self-assessment; changing personal behavioural patterns; and taking action to achieve success.
	CD-ROM format.
	CD-ROM + ring binder.

Recommended	Publisher	Publishing date	ISBN	Price
	Highflyers	November 2007	978 1 90344 941 7	£50.00 +VAT
✓	Highflyers	May 2007	978 1 90344 9400	£50.00 +VAT
	Lifetime Publishing	April 2004	978 1 90287 683 2	£59.95
	Speechmark	June 1998	978 1 84823 094 1	£17.99 + VAT
	Speechmark	June 2005	978 1 84823 093 4	£17.99 + VAT
	Speechmark	June 2000	978 1 84823 063 7	£16.99 + VAT
	Highflyers	February 2008	978 1 90344 928 8	£70.00 + VAT
	National Youth Agency	January 2005	978 0 86155 297 9	£6.50
	VT Enterprise (Lifeskills)	April 2005	978 1 90602 833 6	£75.00
	VT Enterprise (Lifeskills)	April 2005	978 1 90602 832 9	£75.00 + VAT
	VT Enterprise (Lifeskills)	April 2005	978 1 90602 834 3	£125.00 + VAT

Resource title	Description
Jobs and Careers Quiz	Includes lots of fun ideas using quizzes and puzzles to help students at KS 3 and 4 think about a range of occupations open to them and the skills they will need when starting work. Closely related to the national framework for careers education, these lively and attractive activities can be photocopied and used to supplement a programme of careers education or advice.
Lifetracks Series available for Years 7, 8, 9, 10 and 11	PSHE programmes for years 7 to 11. A separate manual for each year group covers careers, citizenship, and PSHE topics such as sex education and drug awareness. Lesson plans and handouts are provided, which are fully photocopiable.
Pathways to the Future	A PSHE and citizenship resource for students in years 7 to 9, with 60 lesson plans linked to KS3 programmes of study: Economic Wellbeing and Financial Capability. Activities help young people explore their opportunities, learn about the world of work and make decisions for effective transitions.
Pathways to Success: KS4	A PSHE, careers and citizenship resource for KS4. The pack and CD-ROM cover more than 40 lesson plans and activities to help students understand themselves, explore options and make decisions regarding their futures.
PDC Careers	Over 20 hours of downloadable careers teaching resources for KS3 and 4, including student lesson plans, teacher guidance, classroom activities and interactive exercises. Also included are mini-modules for tutor time.
PDC Citizenship	As above covering Citizenship topics.
PDC Enterprise	As above covering Enterprise topics.
PDC PSHE	As above covering PSHE topics.
PDC Work-Related Learning	As above covering work-related learning topics.
STEPS CEG Programme	STEPS is a complete career planning and personal development programme for KS3 and 4, including teachers' and students' materials. Individual student portfolio binders are available for bulk purchase. The pack includes worksheets, quizzes, simulations and games, and users can select elements according to need and time available.

Recommended	Publisher	Publishing date	ISBN	Price
	Lifetime Publishing	September 2005		£30.95
	VT Enterprise (Lifeskills)	January 2003		£75.00 + VAT
	Lifetime Publishing	January 2009	978 1 90497 932 6	£59.95 + VAT
	Lifetime Publishing	November 2008	978 1 90497 923 4	£59.95 + VAT
	PDC Education Ltd	January 2009	978 1 84823 031 6	£249.99 + VAT (annual licence)
	PDC Education Ltd	December 2008	978 1 84823 198 6	£249.99 + VAT (annual licence)
	PDC Education Ltd	January 2009	978 1 84823 199 3	£249.99 + VAT (annual licence)
	PDC Education Ltd	January 2009	978 1 84823 034 7	£249.99 + VAT (annual licence)
	PDC Education Ltd	January 2008	978 1 84823 197 9	£249.99 + VAT (annual licence)
	VT Enterprise (Lifeskills)	June 2006	Various	£80.00 per pack

Resource title	Description
STEPS Portfolio SLD	A learning resource that uses Widgeit symbols alongside simple standard text to support the careers education and guidance of students with severe learning difficulties in years 9 and above. Question cards (using symbols) help students learn new vocabulary and support the use of worksheets.
The Practical Enterprise Handbook	A resource pack for delivering enterprise education, covering information about the full range of approaches to enterprise together with 30 activity plans, practical hints and tips and curriculum planning maps.
	Ring binder.
	CD-ROM.
Vocational Tutors HE Resource Pack	<p>This pack is aimed at tutors who assist vocational learners with progression to higher education. It is particularly suited to tutors with limited previous experience in supporting learners apply to HE but may also be of value to tutors who wish to update their existing knowledge and practice. This resource is available to download free of charge from the IAG/ Staff Development for IAG Practitioners section of <a href="http://www.aimhighergreatermanchester.com">www.aimhighergreatermanchester.com</a></p> <p><b>Practitioners' comments</b></p> <ul style="list-style-type: none"> <li>● Excellent for putting together a training package for tutors and for workshops with students</li> </ul>
Work & Enterprise Quiz	This resource uses quizzes and puzzles to support teaching of the new programme of study for PSHE: Economic Wellbeing and Financial Capability. It focuses on enterprise, work-related learning and financial capability, with additional activities relating to citizenship.
Work the Experience CD-ROM	<i>Work the Experience</i> comprises a detailed questionnaire which students can use to gather necessary information while undertaking work experience placements. It also includes follow up activities to help students develop a fuller picture of the modern labour market.
Young Refugees Gaining Life Skills	This toolkit provides those working with young refugees and asylum seekers a deeper understanding of life in the UK, especially in regard to education, employment and training. Topics covered include: being independent, learning, work, handling money, health and housing, CVs and job hunting.



Recommended	Publisher	Publishing date	ISBN	Price
	VT Enterprise (Lifeskills)			£80.00
	VT Enterprise (Lifeskills)	January 2007	978 1 90602 841 1	£135.00 + VAT
	VT Enterprise (Lifeskills)	January 2007	978 1 90602 840 4	£80.00
	VT Enterprise (Lifeskills)	January 2007	978 1 90602 839 8	£80.00 + VAT
✓	Aimhigher Greater Manchester			Free of charge
	Lifetime Publishing	September 2008	978 1 90497 924 1	£29.95
	Highflyers	February 2008	978 1 90344 927 1	£27.00 + VAT
	UK Youth	January 2006	978 1 90447 619 1	£28.00

## Miscellaneous reference manuals

Resource title	Description
Careers Information Handbook 2008	This handbook provides careers professionals with the practical support and information they need on a day-to-day basis. For newly appointed careers staff, there is a section on setting up a careers information centre. It also covers details of recommended resources for careers information, advice and guidance, working with clients with special needs, adult guidance, voluntary work and much more, and helps users keep up to date with changes.
Careers Resources on the WWW	This CD-ROM and directory of careers-related websites promotes the use of the internet as a source of careers information.
Connexions Information Leaflets	A series of ten colourful, DL-sized leaflets covering Connexions issues. Sold in sets of 100 leaflets for each title, they cover aspects of teenage life meeting the needs of young people, together with many useful contact numbers and website addresses.
InfoNation 2009	An A5 reference handbook for young people, their parents and advisers, full of straightforward information on a wide range of issues for over-15s, together with contact information for national support organisations.
Lifestyles Library	A library consisting of 15 ring binders covering information meeting the diverse needs of young people. Suitable for client use and also a valuable resource for advisers and teachers. The library is coded using the CRCI, and each leaflet is also coded under the <i>Every Child Matters</i> outcomes. An annual updating service is available (£90.00 per year), with updates sent out twice a year.
Working with Young Offenders	A guide for those working with, and advising, young offenders.
Young Citizen's Passport	A young person's guide to the law in England and Wales, complete with details of relevant organisations that can give help and advice.
Talking About Myself (series e.g. Depression, Losing a Loved One, Racism)	First-hand accounts based on interviews with young people. This series is presented in a colourful magazine style, with photographs of the interviewees and fact panels for quick facts.

Recommended	Publisher	Publishing date	ISBN	Price
	Trotman	January 2008	978 1 84823 084 2	£29.99
	Highflyers	July 2008	978 1 90344 938 7	£70.00 + VAT
	VT Enterprise (Lifeskills)	July 2007 (Revision due summer 2009)		£145.00
	What Now? Services	October 2008	978 1 90620 808 0	£4.50
	VT Enterprise (Lifeskills)	Updated on an ongoing basis.		Initial library £300.00
	BASW	December 2008	978 1 90497 927 2	£35.00 + VAT
	Hodder Education	May 2008	978 0 34097 446 9	£5.99
	Franklin Watts	2008	Various	£12.99

## Job seeking

Resource title	Description
10 Insider Secrets to a Winning Jobsearch	A step-by-step guide to getting the job you want. This book helps to motivate, increase self-confidence and shows how to sell yourself to companies when no jobs are advertised.
Be Prepared! Pass that Job Interview	Aiming to ensure an applicant has confidence to succeed at interview, this book provides practical advice on interview preparation and personal presentation, handling nerves and how best to answer questions.
CVs and Applications	This book is for anyone applying for a job or college place. It shows how applicants can present themselves on paper, so that they stand the best chance of getting an interview. It covers CVs, covering letters, job forms and the UCAS application form.
Finders Keepers	A CD-ROM comprising 18 training session plans and 75 pages of training materials. This resource will help young, disaffected students in schools, young offenders' institutions and other support units to find and keep jobs.
GET 2009	The <i>GET Directory</i> is the definitive guide to graduate employment and training. It is an essential resource for students looking for employment after university and recent graduates seeking work.
Handling Tough Job Interviews	This book covers issues relating to interviews, including those with recruitment agencies, head hunters, employer interviews, assessment centres and psychometric tests.
How to Master Psychometric Tests	A guide to tackling psychometric tests, with sample questions to practice.
I Can't Do That, Can I?	A directory to help ex-offenders and their advisers with job searching and applying for work, providing information on whether a criminal record is going to prevent them from certain employment or training opportunities.
Multiple Job Offers in 10 Days	This book helps job seekers target applications resulting in multiple job offers within ten days.
Readymade CVs	This book simplifies the task of compiling a CV, with details of how to present your CV to make a great impression. It includes samples CVs for a variety of jobs that the user can adapt.
Readymade Job Search Letters	This book provides sample job search letters, including those to use for speculative applications and answering advertised vacancies. There is also expert advice on style, presentation and the best words to use.
Succeed @ Interviews DVD	This DVD helps guide young people through the stages of an interview, from the research and preparation, through the interview itself to reviewing performance afterwards.

Recommended	Publisher	Publishing date	ISBN	Price
	Trotman	April 2009	978 1 84455 215 3	£12.99
	How To Books	April 2009	978 1 84528 354 4	£6.99
	Lifetime Publishing	May 2007	978 1 90497 920 3	£11.99
	Highflyers	February 2008	978 1 90344 918 9	£70.00 + VAT
	GTI	September 2008	978 1 84318 558 1	£24.99
	How To Books	August 2009 (new edition)	978 1 84528 358 2	£9.99
	Kogan Page	May 2008	978 0 74945 165 3	£8.99
	Lifetime Publishing	February 2008	978 1 90287 690 0	£45.00
	Trotman	April 2009	978 1 84455 214 6	£12.99
	The Times	October 2008	978 0 74945 323 7	£8.99
	The Times	October 2008	978 0 74945 322 0	£8.99
	Lifetime Publishing	August 2008	978 1 90497 925 8	£59.95 + VAT

Resource title	Description
Succeed @ Interviews Support Pack	This is the support pack for the DVD (above) and includes 12 DVD-linked activities.
The Times Top 100 Graduate Employers 2008–09	A guide specifically for those seeking graduate employment with the UK's best known organisations.
The Ultimate Job Search	A complete job search manual.
Winning Cover Letters for First-time Job Hunters	<i>Winning Cover Letters</i> explains the purpose of the covering letter and what information it needs to contain. There are sample letters showing both the correct and incorrect way to use a covering letter when applying for jobs.
Winning CVs for First-time Job Hunters	<i>Winning CVs</i> guides the reader through the creation of their first CV from start to finish, dispelling myths and providing hard facts. It explains how to format and tailor a CV for the type of job you want, whether applying in writing or online, for part-time holiday work or a first full-time job.
Winning Interviews for First-time Job Hunters	<i>Winning Interviews</i> takes the reader through the interview process step-by-step, explaining how to prepare and perform professionally, covering everything the first-time interviewee needs to know.
Winning Interview Answers for First-time Job Hunters	<i>Winning Interview Answers</i> looks at common interview scenarios, helping to explain what the interviewer wants to know and how to give them the best possible answers.
You're Hired! CV	A brand new guide to help put together a strong CV to ensure selection for interview. It covers everything from the initial research into skills and matching them to the job, to showcasing those skills on your CV.
You're Hired! Interview	Looking at the things that can let you down at interview, this book explains how to overcome them giving a confident and convincing interview. It includes tips and preparation exercises.

Recommended	Publisher	Publishing date	ISBN	Price
	Lifetime Publishing	September 2008	978 1 90497 926 5	£19.95
	The Times	September 2008	978 0 95369 919 3	£16.99
	Kogan Page	October 2008	978 0 74945 388 6	£9.99
	Trotman	August 2009 (new edition)	978 1 84455 207 8	£12.99
	Trotman	October 2008	978 1 84455 161 3	£12.99
	Trotman	October 2008	978 1 84455 162 0	£12.99
	Trotman	October 2008	978 1 84455 206 1	£12.99
	Trotman	January 2009	978 1 84455 177 4	£9.99
	Trotman	October 2008	978 1 84455 178 1	£9.99

## Self-employment and enterprise

Resource title	Description
Good Small Business Guide	An information guide for those thinking about starting up a business, including an information directory covering more than 30 topics, 140 articles, case studies and a quiz.
How They Started: Global Brands	This book tackles the question of how to turn an idea into a global business, with case studies of how 21 people turned their ideas into global brands.
Start It Yourself (series e.g. Record Label, Web Design)	This series has been written for ambitious and entrepreneurial school leavers and students who want to set up their own businesses. Each book contains step-by-step advice and tips from people already working in the business.
Start Up & Run Your Own Business	This guide covers all the latest developments in the world of self-employment and new business. It covers advice on raising finance, employment issues and managing for growth.
Start Your Own Business 2009	A step-by-step guide to opening a business and making it successful.
Starting Your Own Business – The Good, The Bad and The Unexpected	A supportive guide for anyone thinking of starting their own business, with comprehensive practical guidance and real-life experiences.
Starting Your Own (series e.g. Starting Your Own: Coffee Bar)	Advice and information for people considering starting their own business.
Working for Yourself	This guide answers every question an entrepreneur might have about self-employment including: raising finance, tax and legal issues, IT and planning for growth.

## Resources for adult clients

Below are listed resources specifically for adult clients. Many of the resources categorised elsewhere are also suitable for adult clients to use.

Resource title	Description
Backpack	This pack is designed to help young people get back into the labour market. It contains 30 training session plans with supporting materials to help build confidence and assertiveness.
Career Change	This publication is designed to support career changers who prefer to do their research online, detailing 400 websites. There is also space to record planning and progress made.
Career Change Handbook	A book from the trusted <i>How to ...</i> series helping those planning a career change.



Recommended	Publisher	Publishing date	ISBN	Price
	A & C Black	January 2008	978 0 71368 760 6	£19.99
	Trotman	October 2008	978 1 85458 447 2	£12.99
	City & Guilds	October 2009 (new edition)	Various	£12.99
	Kogan Page	October 2008	978 0 74945 415 9	£12.99
	Trotman	November 2008	978 1 85458 448 9	£17.99
	Trotman	January 2008	978 1 85458 401 4	£12.99
	Trotman	Various	Various	£14.99
	Kogan Page	July 2008	978 0 74945 058 8	£12.99

Recommended	Publisher	Publishing date	ISBN	Price
	Highflyers	April 2006	978 1 90344 909 7	£70.00
	Surfin2 Careers	May 2007	978 0 95400 506 1	£7.99
	How To Books	July 2008	978 1 84528 281 3	£9.99

Resource title	Description
Coming Back to Learning: A Handbook for Adults	A book for adults who wish to return to learning.
Directory of Grant Making Trusts 2007/08	A directory covering 2,500 grant-making trusts with information supplied by the trusts themselves.
Housing Rights Guide 2008–09	This guide gives information on housing law and practice.
Keynote Plus CD	A series of 67 careers advice leaflets for adults covering topics such as career choice, education and training, unemployment, redundancy and finance issues.
Welfare Benefits and Tax Credit Handbook	This handbook, produced annually, covers all issues and queries relating to welfare benefits and tax credits, and how to claim them.
Your Rights at Work	An information guide to employees' rights at work.

## Posters

Below is a selection of posters available. Prospects carry a wider range; for details, please see their catalogue or website [www.prospects-sales.co.uk](http://www.prospects-sales.co.uk)

Resource title	Description
Choices, Attitudes & Diversity	A set of 18 thought-provoking posters to prompt discussion on a range of social issues. Topics include making choices, and race and gender.
If I Were...	A set of eight full-colour A2 posters illustrating a range of jobs with few or no entry qualifications, ideal for students with mild learning difficulties. Topics include: working outdoors, using money and numbers, and being active.
Job Suggestions	A set of six full-colour posters, each providing job suggestions at four different qualification levels, based around six job family groupings. Useful for stimulating career ideas, covering subjects such as: design, technology, science and helping people.
New Working Lives	A set of 10 A2 full-colour posters, each including a profile and someone doing the job.
People I Meet Posters	Set of six A2 posters introducing students with learning difficulties to the world of work, based on the jobs they see whilst out and about. There are four jobs displayed on each poster, together with a brief description.
Respect & Responsibility	Set of 18 posters to provoke thought about serious issues, helping to deliver important messages and ideas to challenge and motivate.

Recommended	Publisher	Publishing date	ISBN	Price
	Lifetime Publishing	October 2004	978 1 90287 688 7	£11.99
	DSC	November 2007	978 1 90399 179 4	£99.00
	Shelter	November 2007	978 1 90359 573 2	£18.25
	Lifetime Publishing	January 2009	978 1 90497 930 2	£150.00
	CPAG	April 2008	978 1 90607 612 2	£36.00
	TUC	April 2008	978 0 74945 239 1	£9.99

Recommended	Publisher	Publishing date	ISBN	Price
	Incentive Plus Ltd	January 2006	978 1 84823 045 3	£85.00 + VAT
	Lifetime Publishing	August 2003	978 1 90287 674 0	£29.95 + VAT
	Lifetime Publishing	January 2007	978 1 90497 919 7	£29.95 + VAT
	Lifetime Publishing	September 2002	978 1 90287 660 3	£35.00 + VAT
	Trotman	March 2005	978 1 90287 6993	£29.95 + VAT
	Incentive Plus Ltd	June 2006	978 1 84823 039 2	£86.00 + VAT

Resource title	Description
Self-Esteem	Thought-provoking posters helping students address how they see themselves and how others see them, with useful suggestions for self-improvement.
Subject posters	A set of 15, A2 posters with 20 job titles and a full-colour photo on each one. They are cross-curricular and link jobs/careers with key school subjects.
Taking Control of Your Life	A set of eight full-colour, A2 posters giving a series of motivational messages. Topics include equal opportunities, the importance of gaining qualifications, getting involved in the community and gaining experience in the workplace.
Top 12 Employability Skills & Job Levels	A set of 11 A3 laminated posters focusing on the sector areas linked to the new 14-19 Diplomas.
Top 12 Employability Skills & Job Levels	A set of 11 A4 posters showing a wide range of qualifications, including the new Diplomas, set out in an easy-to-understand framework. The posters include job levels and employability skills.

## Software packages

Resource title	Description
Adult Directions	<i>Adult Directions</i> generates a list of career suggestions based on the user's responses to questions on work interests. Detailed information is provided on over 1,800 jobs, together with general information articles and over 3,000 photographs. An online version is also available.
Ani-MODS	An interactive learning resource with 16 modules covering PSHE topics including CVs, work experience, finding job vacancies and lifestyles issues such as drug taking. Designed for KS4 students and can be used on an interactive whiteboard.
Careers Advantage	<i>Pathfinder</i> and <i>Odyssey Plus</i> bought as a single package. (See descriptions below under individual program entry.)
Careers Advantage + HE	<i>Pathfinder + HE</i> and <i>Odyssey Plus</i> bought as a single package.
Careers Advantage + HE Live	<i>PathfinderLive</i> and <i>Odyssey Plus</i> bought as a single package.
Career Comp@nion	Career Comp@nion online is a portal to enable safe surfing of the internet for the best websites for careers, learning and support. Thousands of websites have been reviewed and evaluated by experienced careers and information professionals and young people.

Recommended	Publisher	Publishing date	ISBN	Price
	Prim-Ed Publishing	January 2006	978 1 84823 037 8	Various
	Lifetime Publishing	November 2004	978 1 90287 698 6	£39.95 + VAT
	Lifetime Publishing	January 2003	978 1 90287 678 8	£29.95 + VAT
	Connexions Hereford & Worcestershire	2008	978 1 84823 114 6	£55.00 + VAT
	Connexions Hereford & Worcestershire	2008	978 1 84823 113 9	£10.00 + VAT

Recommended	Publisher	Publishing date	ISBN	Price
	CASCAiD	January 2007		£270 + VAT Annual licence
	Careersoft	August 2006	978 1 84823 112 2	£80.00 + VAT Annual licence
	VT Enterprise (Lifeskills)			£260.00 + VAT Annual licence
	VT Enterprise (Lifeskills)			£315.00 + VAT Annual licence
	VT Enterprise (Lifeskills)			£345.00 + VAT Annual licence
	Surfin2 Careers	Ongoing		£175.00 + VAT Annual single site licence

Resource title	Description
Career Focus	<i>Pathfinder + HE, Odyssey Plus, SkillCheck and Profile Builder.</i> (See descriptions below under individual program entry.)
Career Focus Live	<i>PathfinderLive, Odyssey Plus, SkillCheck and Profile Builder</i>
Careerscape Multimedia	A careers information package suitable for young people and adults, offering information on over 1,800 careers including video clips, photographs and real-life case studies. It also includes information on thousands of UCAS higher education courses and the institutions that run them. Other general information is included such as post-16 options, job hunting, health and employment.
Chick in the City	A game to help students learn more about careers and the world of work. It covers what employers expect from applicants, job-hunting, and how to explore career ideas in a fun way. The game can be played using an interactive whiteboard, either by a whole class or individual students.
CV Solutions	This book and CD-ROM are a useful guide to making a successful job application. Topics include: attributes an employer looks for, producing a CV, writing a covering letter, completing application forms and how to find suitable vacancies.
Cybervisit	A team-based careers game, where students make a virtual visit to a place of work, meeting the workers. It can be used by a whole class, either using a PC projector or an interactive whiteboard. CD-ROM and internet versions available.
eCLIPS	eCLIPS is an online system enabling the user to explore the paper-based CLIPS leaflets (530+ leaflets covering over 1,200 jobs, careers and lifestyle topics). Accessed through the internet, using a password, there are monthly updates and an email facility.
EISODOS The Migrant Communities Information Resource	This Careers Europe database contains information for refugees, asylum seekers, EU Migrants and for those working with these groups in an advisory capacity. The resource is aimed at advisers working with migrants and asylum seekers, as well as for immigrants themselves to access. <b>Practitioners' comments</b> ● Clear very easy to use if English language knowledge is good

Recommended	Publisher	Publishing date	ISBN	Price
	VT Enterprise (Lifeskills)			£350.00 + VAT
	VT Enterprise (Lifeskills)			£380.00 + VAT
	CASCAiD Ltd	September 2008	978 1 84823 176 4	£180.00 + VAT
	Highflyers	September 2006	978 6 00000 404 0	£65.00 + VAT Annual licence
	Prospects Services Ltd	2004		£39.95 + VAT
	Careersoft	June 2006	978 6 00000 207 7	£60.00 + VAT internet use £70.00 + VAT internet and CD-ROM Annual licence
	Lifetime Publishing	January 2009 ongoing	978 1 84823 047 7	£135.00 + VAT Annual licence
✓	Careers Europe	July 2008		£105 (+VAT) Single site licence; discounts available for multiple sites

Resource title	Description
Exodus	<i>Exodus</i> is a comprehensive and easy-to-use database of international careers information, including information on gap years, studying, working, volunteering and living in countries worldwide. It also provides direct access to websites of relevant and useful organisations. Available as a CD-ROM and also accessible through the internet.
Fast Tomato	<i>Fast Tomato</i> is a fully integrated careers education and guidance system, designed for all individuals aged 13 upwards who are considering their future career options.
FunderFinder: PIN	This program helps students and their advisers find funding, through a searchable database of over 3,500 charitable trusts. Annual renewal available at £30.00.
Higher Ideas	This program helps students search for higher education subjects that relate to their interests, exam subjects and career ambitions. The database covers 22,000 courses at over 600 institutions. Demonstration version available.
If I Were Plus!	An interactive version of the <i>If I Were ...</i> pack, with information on 140 jobs that require few or no qualifications.
JED (Jobs Explorer Database)	An interactive, multimedia careers information package. It includes an A-Z of jobs with a lower reading age than most programs, quizzes and over 5,000 photos of people doing their jobs. Demonstration version is available.
Job Hub	This helps users at each stage of the job-hunting process. It contains print out reminder sheets, and sample application forms, letters and CVs. <b>Practitioners' comments</b> <ul style="list-style-type: none"> <li>● Clear and concise information</li> <li>● Like the worksheets that can be reproduced</li> <li>● Useful at very beginning of job search</li> </ul>
KeyCLIPS (CD-ROM)	<i>KeyCLIPS</i> is a window-based system enabling the user to explore the paper-based <i>CLIPS</i> leaflets (530+ leaflets covering over 1,200 jobs, careers and lifestyle topics). An updating feature enables updated files to be downloaded monthly.
Kudos Multimedia	A careers matching program that produces a list of personalised careers suggestions based on the user's responses to a series of questions about their likes and dislikes of various aspects of work. It contains up-to-date information on hundreds of jobs. The process also encourages young people to consider their study and training options and how health factors may affect their career choice. An online version is available, allowing users access from any internet connection.



Recommended	Publisher	Publishing date	ISBN	Price
	Careers Europe	August 2008		£105.00 + VAT Annual licence
	Morrisby and Prospects Services Ltd			£365 + VAT Annual licence
	Funderfinder Ltd			£100 + VAT
	Careersoft	September 2008	978 1 84823 116 0	£161.00 + VAT Annual licence
	Lifetime Publishing	April 2007	978 1 90497 903 6	£99.00 + VAT
	Careersoft	July 2008	978 1 84823 103 0	£196.00 + VAT Annual licence
✓	Highflyers	October 2005	978 1 84823 042 2	£99.00 + VAT Annual licence
	Lifetime Publishing	Ongoing	978 1 84823 087 2	£150.00 + VAT Annual licence
	CASCAiD Ltd	Ongoing		£270 + VAT Annual licence

Resource title	Description
LessonStart: Careers Introduction	A series of short activities and puzzles to help get lessons started and to involve the students in activities. It can be used either with a PC projector or an interactive whiteboard.
Odyssey Plus	An easy-to-use occupational database, with features including 68 general information articles, basic job matching facilities to favourite subjects or skills and job seeking web links. Information on over 1,450 job titles covers job descriptions, entry routes, opportunities and pay, useful subjects and skills, similar jobs and contact details for further information. <i>Odyssey Plus</i> offers enhanced visibility options allowing users with impaired vision to choose font size and colour.
Pathfinder	<i>Pathfinder</i> offers a combination of psychometric assessment of interests with a job matching facility and high quality occupational information. The database has over 840 job records (1,450 job titles) updated annually. Introductory screens enable the user to select their user type and chosen job entry level, and then follow the program through on-screen prompts. There is supporting information on a wide range of topics from job seeking, health issues affecting work, finance and the wider Connexions issues, together with hyperlinks to useful websites. An email facility also allows users to send information home. <i>Pathfinder</i> is targeted at young people aged 13 up to adult clients, although not suitable for clients with learning difficulties.
Pathfinder + HE	This is the standard <i>Pathfinder</i> program with additional higher education features. Clients can use the psychometric assessment of interests to generate a list of good match HE subject areas and check their suitability to other subject areas that may be of interest to them (from a list of 94). They can also research where specific HE courses are offered, without completing the interest questionnaire. The current database lists over 1,060 courses, with contact details for over 500 universities/ colleges. Users can also read and print supporting information articles on topics concerning all aspects of applying for higher education.

Recommended	Publisher	Publishing date	ISBN	Price
	Careersoft	January 2005	978 1 84823 105 4	£64.99 + VAT
	VT Enterprise (Lifeskills)		978 6 00000 416 3	£95.00 + VAT Annual licence
	VT Enterprise (Lifeskills)	Updated annually		£190.00 + VAT Annual licence
	VT Enterprise (Lifeskills)	Updated annually		£255.00 + VAT Annual licence

Resource title	Description
PathfinderLive	<p><i>PathfinderLive</i> is an online program offering all the features of <i>Pathfinder + HE</i> and more. <i>PathfinderLive</i> offers unlimited use; users can create as many interest profiles, job matches and HE subject matches as they like. Fact sheets are available as PDFs or podcasts. Administration features allow the administrator to view users' information and matches, organising them into groups, gather information about trends in specific interests, have full control over user accounts and keep in touch with users via the messaging system and select users' viewing options and preferences, e.g. increase font size to help users with visual impairment.</p>
ProfileBuilder	<p>A colourful and easy to use, audio-enhanced program aimed at raising self awareness and helping users create an illustrated personal profile. This program is ideal for young people and adults with learning difficulties, those for whom English is not their first language, and students in years 7 and 8, as the self-awareness element of the careers education programme.</p> <p><b>Practitioners' comments</b></p> <ul style="list-style-type: none"> <li>● Useful for learners with disabilities</li> <li>● Useful for job preparation, tutorials etc</li> </ul>
Prefinio	<p><i>Prefinio</i> is an online careers education and guidance programme, designed as a simple, flexible and customisable 'route map'. <i>Prefinio</i> helps students to find their ideal career as well as showing them the routes they can take to achieve their goals. Personal attributes including aspirations, expectations, skills and preferences are analysed and linked to a database of courses, careers, colleges and universities. Students are then matched to careers and educational routes from which they can select the options which are best for them.</p> <p><b>Practitioners' comments</b></p> <ul style="list-style-type: none"> <li>● Lots of information and sections</li> <li>● Effective in selecting your career family.</li> <li>● Gives a broad idea of what is good for you individually</li> <li>● Uses precise, easy English</li> <li>● Ideal for every student.</li> </ul>

Recommended	Publisher	Publishing date	ISBN	Price
	VT Enterprise (Lifeskills)	Monthly updates		£285.00 + VAT Annual licence Hosting options available for large organisations and local authorities can purchase area-wide licences at attractive rates.
✓	VT Enterprise (Lifeskills)			£120.00 + VAT One-off licence fee
✓	Prospects	Ongoing	978 6 00000 973 1	£275.00 + VAT Annual licence

Resource title	Description
ProMICAD	<p>Users complete a self-assessment questionnaire that produces a personal profile describing their best qualities and raising their self-esteem and confidence. It is suitable for users aged 13 to adult, and has become a vital tool for guidance professionals in education institutions, adult guidance centres, young offender institutions, prisons and a wide range of youth care groups. The program aids advisers working with clients who find it difficult to talk about themselves or act positively due to a lack of confidence or self-esteem, helping to quickly establish a mutually respectful and cooperative relationship between caseworker and client, especially in the context of work with young people at risk of disaffection or social exclusion. The program is not suitable for use with people suffering from severe mental health problems or those with acute learning difficulties.</p>
SkillCheckLive	<p>This is an interactive, skills-based, modular web program, for young people and adults of all abilities. Especially useful to help unemployed people get back into work. <i>SkillCheck Live</i> combines a self-assessment of key skills and work-related skills to quickly create a list of suitable jobs, which can then be explored using the occupational database. The program also has general information on all aspects of job hunting and interview technique, and helps users identify and evidence their skills. An action plan for users to plan and assess progress is also available. A CD-ROM version is available.</p>
Streets Ahead	<p>Designed to introduce the world of work to students in years 7 and 8 and to help year 9 students with GCSE option choices. <i>Streets Ahead</i> matches skills and interests to subjects using a scenario-based quiz. The database includes over 300 careers, 1,000 photographs and 300 real-life case studies. <i>Streets Ahead</i> comes with worksheets, lesson plans and tutor notes.</p>
The Real Game	<p>A KS3 teaching resource available as an interactive, web-based product that will allow you to deliver an effective and innovative personal development programme. Presentation materials include in-class presentations and four interactive games, one of which is the popular spin game. Students enjoy interactive worksheets, which they can access from home, enabling the setting of homework. A fun and exciting resource for teachers and students. Other packages in the <i>Real Game</i> series are available as paper-based packages for younger and older students. For details, see <a href="http://www.prospects-sales.co.uk">www.prospects-sales.co.uk</a>.</p>

Recommended	Publisher	Publishing date	ISBN	Price
	Lifetime Publishing	January 2002		£199 + VAT Annual licence; free 28-day trial available
	VT Enterprise (Lifeskills)	January 2009	978 6 00001 109 3	£250.00 + VAT Annual licence
	CASCAiD Ltd			£90.00 + VAT Annual licence
	Prospects Services Ltd	August 2008	978 6 00000 232 9	£150 + VAT Annual licence

## Websites recommended by practitioners

Website	Description	Recommended
Connexions Jobs4u website	<p><b>Practitioners' comments</b></p> <ul style="list-style-type: none"> <li>● Use in conjunction with other websites and paper based resources to help individuals do follow-up research</li> <li>● Colourful easy language and in depth information</li> </ul> <p><a href="http://www.connexions-direct.com/Jobs4u/">www.connexions-direct.com/Jobs4u/</a></p>	✓
Sector Skills Councils e.g. Go-skills, Skills for Health	<p><b>Practitioners' comments</b></p> <ul style="list-style-type: none"> <li>● Useful for up to date LMI. Also useful for research for assisting group work and producing work sheets.</li> </ul> <p>For a full list, go to Alliance of Sector Skills Councils website <a href="http://www.sscalliance.org">www.sscalliance.org</a></p>	✓
Talking Jobs	<p><i>Talking Jobs</i> has been designed to help widen young people's thinking and is aligned with the January 2009 white paper on aspirations and attainment. The key driver is in understanding that many young people lack diverse connections with people outside their immediate neighbourhood. This resource uses video interviews from the workplace with all being asked the same set of questions about their working lives, their experiences of school, their family backgrounds and attitudes to education at home. The result is a uniquely powerful snapshot of UK society.</p> <p><b>Practitioners' comments</b></p> <ul style="list-style-type: none"> <li>● Very relevant</li> <li>● Good choice of careers</li> <li>● Tells it like it is, warts and all</li> <li>● Role models that students can relate to</li> <li>● Very useful for specific departments and also for open evenings for new students</li> <li>● Very good on stereotypes</li> <li>● Easy to use pick-and-choose menu</li> </ul> <p><a href="http://www.talkingjobs.net/">www.talkingjobs.net/</a></p>	✓





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## Learning and Skills Improvement Service

The Learning and Skills Improvement Service (LSIS) came into operation on 1 October 2008.

Combining the best aspects of two different and highly successful sector bodies – the Centre for Excellence in Leadership (CEL) and the Quality Improvement Agency (QIA) – LSIS works closely with the sector, as its key partner, to focus on learners and on supporting excellence, sustainable provision and self-regulation in the further education and skills sector. Leadership development underpins and forms an important part of the organisation's strategic role in the sector.

LSIS was established after consultations with sector leaders identified a strong desire for an organisation that would be sector-led. As a sector-owned public body, LSIS is owned, directed and governed by further education and skills colleges and providers – the first time that this vibrant sector's talent is being harnessed to participate in this way.

LSIS continues to consult with the sector about its priorities and remit. While this is taking place, the activities and services of the former CEL and QIA organisations continue under LSIS branding; more information about the range of activities is available on their websites at [www.centreforexcellence.org.uk](http://www.centreforexcellence.org.uk) and [www.qia.org.uk](http://www.qia.org.uk).

## Disability equality policy

LSIS is committed to promoting equality for disabled people and we strive to ensure that all our communication and learning materials are available in various formats, including large font, audio or braille. Please let us know if you consider yourself disabled and require reasonable adjustments made to support you.