

FORM A - 16+ Planning for leaving school

- Complete at least once a year whilst still in school between August and October
- Please inform your Guidance Teacher or Skills Development Scotland Advisor if you change your mind, so that any changes can be recorded.
- The questions on this form will help us to support you to explore your future career plans.

Name:	
--------------	--

Address:	
-----------------	--

Date of birth:		Post Code:	
-----------------------	--	-------------------	--

Home Phone:		Mobile phone:	
--------------------	--	----------------------	--

Email address:	
-----------------------	--

Year Group:	Please circle S3 S4 S5 S6 SP	Guidance Teacher:	
--------------------	------------------------------	--------------------------	--

What do you plan to do when you leave school?	When do you think you might leave school?						
<p>Please tick one box only that would be your main plan, although this may change. Your teacher will be able to give you more information about what each option means.</p> <p>If you are not sure tick 'need some help deciding' to speak to your Guidance Teacher or Skills Development Scotland.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Full-time Employment – 16 hours or more per week <input type="checkbox"/> Further Education (at College) – Access courses, SVQs, Highers or A levels (after leaving school), vocational courses <input type="checkbox"/> Higher Education (at College) including Degree, HNC/HND, Diploma in Higher Education or Certificate of Higher Education <input type="checkbox"/> Higher Education (at University) – Degree, Diploma in Higher Education or Certificate of Higher Education <input type="checkbox"/> Modern Apprenticeship <input type="checkbox"/> Personal & Skills Development - This includes activities to improve skills if you require support services for health reasons which are a current barrier to engaging in education, employment or training <input type="checkbox"/> Training - To help you to develop more skills for either employment or to access further learning <input type="checkbox"/> Volunteering <input type="checkbox"/> Part-time Employment – less than 16 hours per week <input type="checkbox"/> Self-Employment <input type="checkbox"/> Time out to travel / Gap Year - If you are planning volunteering or work whilst travelling or during your gap year then record this as either volunteering or employment <input type="checkbox"/> Need some help deciding 	<p>Please write the year or year group you plan to leave in the box below e.g. 2023, 2024 or S4, S5, or S6 and if you will leave in Summer or Winter.</p> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 30%;">Summer</td> <td style="width: 20%; border: 1px solid #ccc; padding: 5px; text-align: center;">Year</td> <td style="width: 20%; border: 1px solid #ccc; padding: 5px; text-align: center;">Year group</td> </tr> <tr> <td>Winter</td> <td style="border: 1px solid #ccc; padding: 5px; text-align: center;">Year</td> <td style="border: 1px solid #ccc; padding: 5px; text-align: center;">Year group</td> </tr> </table> <p style="margin-top: 10px;">or tick below</p> <ul style="list-style-type: none"> <input type="checkbox"/> I plan to leave as soon as I am old enough <input type="checkbox"/> I need some help to decide 	Summer	Year	Year group	Winter	Year	Year group
Summer	Year	Year group					
Winter	Year	Year group					
Preferred Occupation							
<p>Turn over to choose a sector/job that you might like to do in the future.</p> <p>This information will be used to plan work-related learning, such as employer talks, career events, workshops and visits, so that you can learn more about different careers. It will also help you to develop employability skills, prepare for work experience and to decide what you might like to do, or not do, when you leave school.</p>							

Teacher to complete/office use: Does this form need following up? Y / N
 Likely to require support to decide post school activity? Y / N

Date for follow up

Preferred Occupation:

Grey boxes list the main sectors. White boxes list the main occupations within each sector. Tick either the main sector (grey box) if you have an idea of what sector you would like to work in. Tick occupation (white box) if you have a definite career in mind.

If you have more than one preferred occupation, please number them with 1 for first choice, 2 for second choice etc.

Your first choice will be noted as your main interest.

Administration, Business & Management	Facilities & Property Services	Warehouse Operations
Administration/Clerical Work	Cleaning & Related Services	Performing Arts & Media
Administration, Management & Business Studies	Electrician & Electrical Installation	Communications & Media
Insurance	General Building Operative	Journalist
Alternative Therapies	Plumber, Gas & Heating / Ventilation	Music Technology (inc Sound Engineering)
Holistic Therapy	Financial Services	Performing Arts
Complimentary Therapy	Accountancy / Accountant / technician	Theatre Technology & Management
Animals, Land, Sea & Environment	Banking	Print & Publishing, Marketing & Advertising
Animal Care / Veterinary Nurse	Finance	Photographic Work
Animals, Land & Environment	Garage Services	Printing
Farm Worker	Body Repair Trades	Sales & Marketing
Fishing & Aquaculture	Garage Services	Retail & Customer Services
Forestry Worker	Mechanic & Vehicle Maintenance	Call Centre Workers
Gamekeeper	Parts person	Retail & Sales Occupations
Gardening / Landscaping	Tyre / exhaust fitter	Florist
Greenkeeper	Hairdressing & Beauty	Science, Mathematics & Statistics
Veterinary Science	Beauty Therapist & Other	Science & Mathematics
Work with Horses	Hairdresser	Security, Uniformed & Protective Services
Zoologist	Hairdressing & Beauty	Army
Computing & ICT	Healthcare	Fire Service
Computer Services Technician	Dental Services	Naval Services
Computing & ICT	Health & Medicine	Police
Construction & Building	Health Care Assistant	Prison Officer
Architect / Technician	Medicine	Royal Air Force
Building Technology & Management	Nursing & Midwifery	Security & Protective Services
Civil & Structural engineering / technician	Optician / Optical technician	Security Work
Construction	Paramedic & Ambulance Work	Social Sciences & Religion
Construction Skills Craft Trades	Pharmacist / Pharmacy technician	Arts & Social Sciences
Other Professional Construction	Professions Allied to Medicine	Social Work & Caring Services
Design, Arts & Crafts	Heritage, Culture & Libraries	Social Care Assistant / Care of Elderly
Art and Design	Libraries, Museums and Archaeology	Social, Caring & Advisory Services
Clothing & Textile Operations	Hospitality, Catering & Tourism	Sport & Leisure
Design (Graphic, Interior, etc)	Baker	Leisure Centre Assistant
Creative Crafts (including Signwriter)	Butcher	Sport, Leisure & Sport Science
Education & Training	Chef & Other Food Preparation	Sportsperson
Child Care Occupations	Food & Beverage Service	Transport, Distribution & Logistics
Classroom Support	Hospitality, Catering & Tourism	Air Transport
Teaching	Hotel Services - non food	Merchant Navy / Sea Transport
Careers Adviser	Travel Agency & Travel Services	Road Transport (inc Driving Occupations)
Engineering	Languages	Rail Transport
Chemical Engineering	Languages	Transport & Distribution
Electrical / electronic engineer / technician	Legal & Court Services	
Engineering	Law	If not on this form, please note here:
Engineering Craft Trades (incl ECITB)	Legal Support Services	
Mechanical engineer / technician	Manufacturing & Production	
Oil & Gas	Factory Work - Food	
Software Design / Engineering	Factory Work - Non Food	
	Furniture Crafts	
	Laboratory technician	
	Manufacturing	