

# Shape Your Future...

in York & North Yorkshire 2023/24



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CAREERS HUB

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# Shape your own future

In this booklet you will find information about the job market and key employment sectors in the York and North Yorkshire area. This is important when you are making decisions about your future education, training and career plans. Also included are helpful details on qualifications, how you can demonstrate and develop your skills and how to make successful applications. There's even some advice for parents and carers on how they can help you.

Here are some tips for getting the most out of this publication:

- For information on education and qualifications go to pages 5 to 8.
- If you would like to know how to develop your skills, go to pages 10 and 11.
- Pages 12 and 13 contain useful information to help you write your CV, complete an application form and offers tips and advice on attending an interview.
- There's a page with information for parents and carers – make sure they read page 9 to find out how they can support you.
- To explore different employment sectors in York and North Yorkshire, visit pages 15 to 29.
- We've provided some useful links on page 31.

## Top tip!

Whatever stage you are at in your career, always do as much research as possible into the options available - you could find yourself doing a career you would never have imagined!



# Contents



This information has been researched and all the web links have been checked. The inclusion of an organisation does not signify an endorsement. Remember website and other information can change rapidly.

**A variety of sources have been used these include:**

Salary information has been sourced from the National Careers Service to provide consistent range of salaries and workforce/business information has been sourced from Office for National Statistics including from the ONS Business Register and Employment Survey.

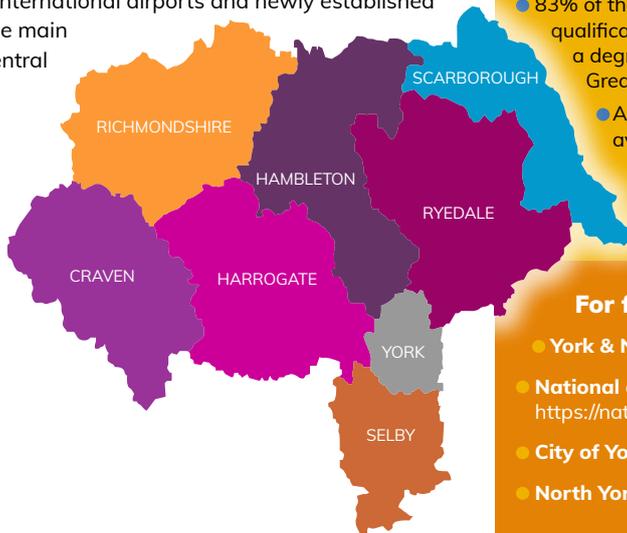
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# About the Area

The York and North Yorkshire area has a total population of 820,500 people. 496,600 people are of working age (between 16-64) and 82% of these are in employment. This is higher than the average for Great Britain.

Important growth sectors for our region include: Agri-tech, industrial bio-technology, rail, manufacturing, creative and digital and healthcare technology and innovation.

Businesses continue to invest in York and North Yorkshire Region because we are strategically located in the centre of the UK, with good connections to 5 international airports and newly established free ports, we are on the main East Coast Rail Line (central London and Edinburgh are 2 hours away) and are connected to the UK major road infrastructure. We have a wealth of skills and knowledge and talent through our three universities and world-leading research centres.



## Important employment sectors include:

- Wholesale and retail- just over 15% of all employee jobs are in this sector, 57,000 people. We have a range of independent and national chain businesses operating across the area.
- Human Health and Social Work Activities- 13% of employee jobs are in this sector, 49,000 people.
- Accommodation and Food Services- just over 12% of all employee jobs are in this sector, 46,000 people. This sector has grown by 1.2% in recent years.
- Manufacturing- just over 10% of all employee jobs are in this sector, 38,000 people. The sector has grown by 6% in recent years.

**There are 39,810 businesses in York and North Yorkshire and 39,345 individual business units providing a total of 378,000 jobs.**

- 88% of businesses in the region are micro, employing 0-9 employees.
- 83% of the working age population have a minimum of a level 2 qualification, with 48% having a level 4. 40% of the population have a degree or equivalent. These are all higher than the average for Great Britain.
- Across York and North Yorkshire the average hourly rate is £15.13, average weekly pay is £596 and average annual salary is £31,224.
- The highest numbers of jobs are in the following sectors: wholesale and retail, human health and social work activities, accommodation and food services and manufacturing.

## For further information visit:

- **York & North Yorkshire Careers Hub** - [www.yorknorthyorks-ca.gov.uk](http://www.yorknorthyorks-ca.gov.uk)
- **National careers service Careers advice** - <https://nationalcareers.service.gov.uk/>
- **City of York Council** - <https://www.york.gov.uk/>
- **North Yorkshire Council** - <https://www.northyorks.gov.uk/>

Sources: ONS, Lightcast, BRES



**REMEMBER;**  
IT IS IMPORTANT  
TO DO YOUR  
RESEARCH INTO  
QUALIFICATIONS  
AND CAREER  
PATHWAYS TO KEEP  
AS MANY OPTIONS  
AS POSSIBLE OPEN  
FOR YOURSELF.

# Your Choices



In Year 8 or 9 you will need to choose which subjects you would like to study in Years 10 and 11. You will need to check with your school which subjects are on offer and when you need to make your choices. You will have to study English, maths and science as these are compulsory subjects. Some schools also include other subjects such as religious education or a foreign language in their compulsory subjects. Schools can choose which subject options they offer.

In Years 10 and 11 it's time to think about your next steps. Raising the Participation Age (RPA) means that you must continue in some form of education or training until you are 18 years old.

## Your Post-16 options:

- Full-time learning – you can carry on with full-time learning in a school sixth form, a sixth form college, a further education college (FE College) or a university technical college (UTC).
- Work-based learning or employment with training, such as an apprenticeship or supported internship.
- Part-time learning or training whilst in employment, running your own business or volunteering.

## At the age of 18 you have some significant decisions to make:

- You may choose to go to university or a higher education college to study. There are a wide range of courses available. It is a good idea to start researching them as soon as possible. You can visit [www.ucas.com](http://www.ucas.com) to get started, and also look at page 8 for some things to consider.

- You could undertake a higher or degree apprenticeship. More information on these can be found at [www.gov.uk/government/publications/higher-and-degree-apprenticeships](http://www.gov.uk/government/publications/higher-and-degree-apprenticeships) or [www.ucas.com](http://www.ucas.com)
- You could apply for an apprenticeship [www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk); More information on higher and degree apprenticeships can be found at [www.gov.uk/government/publications/higherand-degree-apprenticeships](http://www.gov.uk/government/publications/higherand-degree-apprenticeships); and [www.ucas.com](http://www.ucas.com).
- You could decide to get a job. If you wanted to go back into education at a later date, part-time study, apprenticeship training and distance learning are two more options which could enable you to keep learning whilst you are working.

Find out more about apprenticeships at: [www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)

**REMEMBER:** visit as many open days as possible to find out what each school, college and training provider has to offer



# Qualifications

We have listed examples of the qualifications that you could study and their levels below.

It's important to research the qualifications that you might require for your future career and where they are offered.

Entry Level	Level 1	Level 2	Level 3	Level 4
<ul style="list-style-type: none"><li>■ Award</li><li>■ Certificate (ELC)</li><li>■ Diploma</li><li>■ English for speakers of other languages (ESOL)</li><li>■ Essential skills</li><li>■ Functional skills</li><li>■ Skills for Life</li></ul>	<ul style="list-style-type: none"><li>■ GCSE (grades 3-1)</li><li>■ National Vocational Qualification (NVQ)</li><li>■ First certificate</li><li>■ Award</li><li>■ Certificate</li><li>■ Diploma</li><li>■ ESOL</li><li>■ Essential skills</li><li>■ Functional skills</li><li>■ Music (grades 1-3)</li></ul>	<ul style="list-style-type: none"><li>■ GCSE (grades 9-4)</li><li>■ Intermediate apprenticeship</li><li>■ NVQ</li><li>■ Award</li><li>■ Certificate</li><li>■ Diploma</li><li>■ ESOL</li><li>■ Essential skills</li><li>■ Functional skills</li><li>■ National certificate</li><li>■ National diploma</li><li>■ O level (grade A-C)</li><li>■ CSE grade 1</li><li>■ Music (grades 4-5)</li><li>■ T level foundation (from Sept 2024)</li></ul>	<ul style="list-style-type: none"><li>■ A level</li><li>■ AS level</li><li>■ T level</li><li>■ Advanced apprenticeship</li><li>■ International Baccalaureate diploma</li><li>■ Access to higher education diploma</li><li>■ NVQ</li><li>■ Award</li><li>■ Certificate</li><li>■ Diploma</li><li>■ ESOL</li><li>■ Applied general</li><li>■ National certificate</li><li>■ National diploma</li><li>■ Tech level</li><li>■ Music (grades 6-8)</li></ul>	<ul style="list-style-type: none"><li>■ Higher apprenticeship</li><li>■ Higher national certificate (HNC)</li><li>■ Certificate of higher education (CertHE)</li><li>■ NVQ</li><li>■ Award</li><li>■ Certificate</li><li>■ Diploma</li></ul>

**Top tip!** Remember qualifications are changing all the time and we've not been able to list every one that is available. Talk to your teachers and tutors for the latest information.



## Level 5

- Foundation degree
- Higher national diploma (HND)
- Diploma of higher education (DipHE)
- NVQ
- Award
- Certificate
- Diploma

## Level 6

- Degree with or without honours (BA, BSc)
- Degree apprenticeship
- NVQ
- Award
- Certificate
- Diploma
- Graduate certificate
- Graduate diploma

## Level 7

- Master's or integrated master's (MA, MSc, MEng)
- NVQ
- Award
- Certificate
- Diploma
- Postgraduate certificate
- Postgraduate certificate in education (PGCE)
- Postgraduate diploma

## Level 8

- Doctorate (PhD or DPhil)
- Award
- Certificate
- Diploma

Source: Gov.uk

### For more information...

<https://nationalcareers.service.gov.uk/careers-advice/career-choices-at-16>  
<https://nationalcareers.service.gov.uk/careers-advice/career-choices-at-18>  
[www.gov.uk/what-different-qualification-levels-mean](http://www.gov.uk/what-different-qualification-levels-mean)

**Top tip!** Universities often offer opportunities for studying abroad or work experience. This may help you pick your higher education course.

# What about going onto Higher Education?

Here are a few common questions and facts to reassure you about studying at university or higher education college.

<b>I'm worried about the money side of things.</b>	Higher education is a big step but there is lots of help and support available. The repayments of the loan are usually manageable and you shouldn't need to spend any of your own money to pay for anything upfront. Most higher education organisations offer bursaries (extra money that you don't have to pay back) depending on family circumstances and other reasons. Explore whether a degree apprenticeship is right for you. It allows you to study an undergraduate or master's degree while you work. Your degree is fully paid for, you'll be paid a salary and you'll gain work experience at the same time
<b>What if I don't get a job afterwards?</b>	Many degrees involve placements and time in industry to help you get started on your career. Every university and higher education college has a careers and employability team who are there to help you get a job when you graduate and beyond.
<b>I'm not clever enough to go to university.</b>	Different courses have various methods of assessment, so don't be put off. There is a lot of study support available in higher education. Entry requirements for courses vary widely at different universities, so undertake research to find the best ones for you. You may surprise yourself, so aim as high as you can!
<b>I think I've had enough of studying, I just want to get a job.</b>	Higher education is different to previous study. Many courses have practical and applied elements, plus you manage your own learning. You might want to consider studying part-time. There is an increase in the number of jobs needing a degree, so you need to check you're not closing doors on potential careers.
<b>I don't want to move away from home.</b>	If you want to stay locally for your higher education that is an option, but you might like the idea of living somewhere new!
<b>What if I'm homesick? I'm worried I won't make friends.</b>	When you start in higher education, it is new to everyone. In your first few weeks there will be activities designed to help you settle in and find out about things like student societies you can join. It's a great chance to make new friends. Visit university and college open days to get a feel for the environment.
<b>I don't know anyone who's been to university.</b>	Ask in school about your 'alumni'; these are ex-students who sometimes come back to school to explain about their career path and experiences. They can help to act as role models for younger students. Higher education will help you increase in self-confidence, so don't let being nervous put you off applying.
<b>My family are not that keen on me going to university.</b>	It's important to talk to your family to see what they are worried about. If it's money, have a look at the information together. You can help to reassure them about your future. Have a look at the advice for parents, guardians and carers' on the UCAS website ( <a href="http://www.ucas.com">www.ucas.com</a> ) together and they might find the information on page 9, Calling all Parents and Carers! Useful as well.
<b>I'm not sure what courses are available.</b>	The best place to start is the UCAS website ( <a href="http://www.ucas.com">www.ucas.com</a> ) to get an overview of all the higher education courses (including degree apprenticeships). You need to think about what you want to study, and where you would like to study it. You'll get help from school/college with your decisions, remember to do your research and ask as many people as possible!



# Calling all Parents and Carers

**Parents, carers, friends and relatives are a huge influence when it comes to young people and their career decision-making.**

This booklet provides information on some of the key employment sectors within the York and North Yorkshire area. Look through it with your young person, use the links to the additional information and help them achieve their next step.

Many of the new and emerging jobs in the region require higher level skills, so encourage your young person to make the most of experiences they have within and outside of school.

Your young person's school has the responsibility to provide access to independent and impartial careers guidance. Contact the school they attend to find out more.

It's important for you to encourage them to get advice from their school careers adviser, their teachers, and to speak to colleges, training providers, universities and employers.

The more they talk to people and the more information you can gather, the easier it will be to make the right decision.

There are some key things to think about at key ages/stages for your young person.

## Year 8 and 9

This is when GCSE options are selected. The core subjects such as English, maths and science will be compulsory, but there will be choices. Speak to your young person and their school.

If they are thinking about a particular career, check if they need a certain qualification.

## Year 10 and 11

From Year 10, students may get a chance to do work experience, volunteering, or part-time work, which can help them to develop transferable skills and support their career planning.

Students should also start thinking about their future options, researching subjects and qualifications needed for their next step.

In Year 11, students should be focusing on their examinations and continuing their research.

After Year 11, all students must undertake some form of education or training until they are 18. This is usually either studying a full-time course at school, college or sixth form college, completing an apprenticeship or getting a job and studying a work-related course alongside. It is also possible to be self-employed or volunteer for at least 20 hours and complete some accredited training or undertake an internship or traineeship.

## Year 12 and 13

In Year 12, students in their first year of sixth form or college will usually be researching and preparing to apply to higher education, for an apprenticeship or employment, whichever is their preferred next step.

They will be supported to research courses, visit open days and undertake the application process.

In Year 13 they will make their applications. If they are making higher education applications, encourage them to check the date of their school or college's deadline (it is usually earlier than the official UCAS deadline).

Whatever route your young person takes you can help and support them.

## See below for some useful links

[www.ucas.com](http://www.ucas.com) - for information about higher education (including student finance)

<https://amazingapprenticeships.com/resources/> - download the monthly parents and carers' information pack

**National Careers service** - explore career information

[www.youthemployment.org.uk/careers-advice-for-parents](http://www.youthemployment.org.uk/careers-advice-for-parents)

[www.talkingfutures.org.uk](http://www.talkingfutures.org.uk) - a parents' toolkit for careers conversations

# Developing Your Skills

These are skills which are sometimes called 'transferable skills'. They are needed in many different types of jobs. You are already likely to have many of them. Think about how you can demonstrate and develop your skills further.



Skill	What is it?	Why is it important?	What can I do to develop it?
 <p>Listening</p>	Receiving, retaining and processing of information or ideas.	Effective listening is essential for all aspects of daily life. From understanding instructions given by your teacher to accurately taking an order from a customer, being a good listener is vital to understand information and instructions.	Practice listening to others, remembering short instructions, understanding why others are communicating and recording important information. Then focus on demonstrating that you are listening effectively by thinking about your body language, asking open questions and summarising what was said.
 <p>Speaking</p>	Communicating information or ideas by speech.	From communicating your thoughts and ideas and making yourself understood to effectively repeating the instructions and information of others, effective speaking is also essential for all aspects of daily life.	Practice speaking clearly, first with friends and family and then with people you are less familiar with. Next learn to make points logically by thinking about what listeners already know and using appropriate language, then practice speaking engagingly using facts, example's and visual aids.
 <p>Problem Solving</p>	The ability to find a solution to a situation or challenge.	Problem solving is a really valuable skill to have. Employers want someone who can help them find solutions to problems. It will often involve using other skills such as teamwork, creativity and staying positive.	The first step is being able to follow instructions to complete tasks, seeking help and extra information if needed. The next step is to explore problems by creating and assessing different potential solutions. Beyond this, practice exploring more complex solutions.
 <p>Creativity</p>	Using your imagination to generate new ideas and solutions.	Creativity is a great skill to have as it helps with problem solving. It is a valuable skill that employers will look for their employees to demonstrate.	Start by developing your confidence in imagining different situations and sharing your ideas. Next focus on generating ideas – think about improvements that could be made to something that already exists.

The information below is from the Skills Builder Partnership. Find out more about the Skills Builder Framework and how you can enhance your skills at [www.skillsbuilder.org](http://www.skillsbuilder.org)

Skill	What is it?	Why is it important?	What can I do to develop it?
 <p>Staying Positive</p>	<p>Being able to use tactics and strategies to overcome setbacks and achieve goals.</p>	<p>Everyone experiences a setback at some point in their life. Staying positive helps you to manage your emotions more effectively and remain motivated.</p>	<p>Identify your emotions, particularly positive and negative. Learn to stay calm, think about what went wrong in a particular situation. Explore how you might identify new opportunities in difficult situations and adapt plans accordingly to achieve them.</p>
 <p>Aiming High</p>	<p>Being able to set clear goals and identify how to achieve them.</p>	<p>Setting goals and planning how you will achieve them is an important skill that an employer will look for you to have. It is a skill that will get you used to working outside your comfort zone.</p>	<p>Learn to plan effectively, identify when something might be too difficult and have a sense of what doing well looks like for you. Focus on working with care and attention, taking pride in success and having a positive approach to new challenges. Learn to set realistic goals and then prioritise how you achieve them.</p>
 <p>Leadership</p>	<p>Supporting, encouraging and developing others to achieve a shared goal.</p>	<p>Showing that you have leadership ability is a great skill to have. Employers will be interested to know when you have taken responsibility in a group or motivated others as it demonstrates your future potential. It is a skill which is closely linked to teamworking.</p>	<p>It is important first of all to understand your feelings, be able to share them, and recognise the feelings of others. Then think about managing projects – how to best divide up tasks, manage time, share resources, manage group discussions and deal with disagreements.</p>
 <p>Teamwork</p>	<p>Working effectively with others to achieve a shared goal.</p>	<p>Almost all jobs include some form of team working. Being able to work efficiently and effectively with your colleagues is essential.</p>	<p>Get involved with a team and contribute to group decision making, behave appropriately, take responsibility, encourage group members to contribute, and respect the diversity of others.</p>

# Making Successful Applications

Whatever your age, gaining experience can help you to succeed by building up your knowledge and skills.

This can be work experience organised by your school or college, experience you organise yourself, but it also includes a range of other things you might not think are important. Things like:

- Volunteering in your community
- Playing sport and helping to coach younger students

- Doing dance or drama
- Being part of a club or society at school
- Mentoring younger students at your school
- Looking after your younger siblings
- Helping older members of your family
- Hobbies and interests, such as music, photography or computers

Look at pages 10 and 11 to find out more about skills and how you can demonstrate and develop them further.

While you're at school you'll get the chance to visit employers, colleges and universities, plus representatives will come to school to talk about their jobs and industries.

Make the most of these opportunities to think about what sort of career you are interested in.

However you gain experience, at some point in your career you're going to be required to make an application

Whether you're applying for work experience, a part-time job, a place at college or university, or your first full-time job, it's likely that you'll have to submit a CV and covering letter or complete an application form.

Read on for more information on how to find an opportunity and make a successful application.

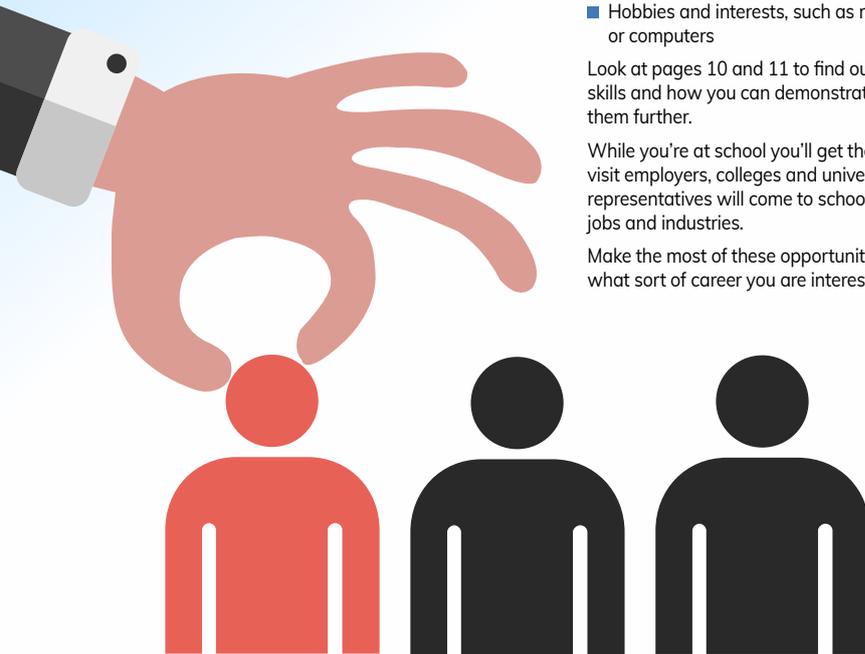
When it comes to finding a job there isn't a one stop shop where every employer advertises their vacancies. The increased use of technology and social media means there are now lots of ways to look for a job.

Here are some of the key places employers advertise their job vacancies:

- Job vacancy websites such as Indeed, Totaljobs or Reed
- With a recruitment agency
- On social media and networking sites such as LinkedIn
- Jobcentre Plus
- Job/career fairs
- On their company website, in local newspapers, or even outside their premises.

When you make an application, ensure that you read the instructions carefully. Are you required to send a CV and covering letter, or do you need to complete an application form?

Will there be an assessment centre? This could involve a group task or an aptitude test. Read all the information carefully so you know what to take with you and what to expect.



## CV

A CV is a short, written summary of your skills, achievements and experience. It is an opportunity for you to promote yourself to a potential employer.

There are several different ways to write a CV, here are the basics that you should include:

- Personal details – your name, email address, contact phone number and home address, clearly presented at the top of your CV.
- A personal statement – a summary of your skills and experience. It should be a few short lines explaining who you are, what skills and experience you possess, what you are able to offer, and what you are looking for.
- IT skills - include details of the software and IT systems that you have experience of using.
- Work experience - include all your relevant work experience, with the most recent first. You can include work placements and volunteering as well as paid jobs. You should include your dates of employment, the name of the organisation you worked for, your job title, and a brief outline of your key duties and responsibilities (it is a good idea to use bullet points for each of these).
- Education - include dates, type of qualification and grade that you achieved. This section can be added after your personal profile if you are early on in your career, or if you do not have much work experience.

Your CV is usually the first contact that you will have with a business, so it is important to remember that first impressions count. Keep it to between one and three pages long, depending upon how much experience you have, and always ask a friend or family member to check it for you. They may spot mistakes that you have overlooked.

## Application forms

An employer may ask you to complete an application form instead of sending a CV. The form could be on paper or online. If it's on paper, ensure that you write neatly.

Before starting to complete your application form, read the job description, person specification and any instructions provided, to ensure that you understand what the employer wants.

Make sure that you check the closing date for applications and give yourself enough time to complete it.

Once you have completed your application form, make sure you read through it again to check for any mistakes, and check the spelling and grammar. It is a good idea to get someone else to check it for you as well as they may see things that you don't.

## Interviews – Your chance to shine

You could be offered a job after one interview. It is not uncommon to have to pass two, or even three interviews with a company, before a decision is reached.

A first interview might be done by video or telephone. If successful you would then proceed onto a second face-to-face meeting.

### When attending a face-to-face interview:

- Be on time, aim for a few minutes early and make sure you know where you are going.
- Dress appropriately, ensure you know where you're going, be on time and turn your mobile phone off.
- Smile, be professional, be positive about your experiences, remember to ask questions and learn from each interview experience.
- Be prepared. Ensure you have read the job description and thought about how your skills relate to it. Research the company/organisation online and think about what you would like to ask. Remember, an interview is a two-way process, you are finding out about the company just as much as they are finding out about you. Thinking about the experience in this way can help to calm your nerves.
- A few things an interviewer might ask you about:
  - Your skills and strengths
  - What you know about the company or role
  - Your ambitions and motivation
  - Your work history and education/qualifications
  - Points covered in the 'person specification' of the job description and how your background might fit with this
  - Your experience of working in a team or of being able to work on your own initiative
- **Enjoy the experience and good luck!**

### Find out more:

Find careers advice at <https://nationalcareers.service.gov.uk/careers-advice>

# Are You Career Ready?

Work your way through the checklist below. You don't need to complete all the tasks in one go, keep coming back to them. Some tasks may not be relevant for you.

## Research

- Make an appointment with a Careers Adviser
- Attend at least one careers fair and speak to exhibitors
- Talk to family and friends about their careers – could their job be right for you?
- If you know what career you would like to do, explore the different routes into it
- Explore local labour market information (LMI)
- If you are not sure what career route to take, get some inspiration by exploring and completing National Careers Skills Assessment at [www.nationalcareers.service.gov.uk](http://www.nationalcareers.service.gov.uk)
- If you have a hobby or interest that you are passionate about, have you explored self-employment, could you turn it into a career?

- Follow company and career websites you are interested in on social media
- Check out some job websites, for example [www.totaljobs.co.uk](http://www.totaljobs.co.uk) and [www.reed.co.uk](http://www.reed.co.uk)

## Develop your skills

- Complete at least one work experience
- Start a part-time job to begin building up your work experience
- Practice creating and giving a presentation
- Explore the Skills Builder website [www.skillsbuilder.org](http://www.skillsbuilder.org)
- What happens at an assessment centre?

## Get yourself ready

- Create or update your CV and have it checked by family and friends.
- Explore how to complete an application form and write a covering letter
- Complete at least one practice interview at school/college or with family and friends
- Check your online profiles – if a prospective employer searches online for you, is what they will find appropriate?
- Is your email address suitable? If not, create a new one for your education, training or employment applications
- Consider creating a LinkedIn profile ([www.linkedin.com](http://www.linkedin.com)) then follow companies you are interested in working for
- Research what to do when you are made an offer of employment



# Small Business and Self Employment

**10.5% OF THE YORK AND NORTH YORKSHIRE WORKFORCE ARE SELF EMPLOYED (COMPARED TO 9.5% NATIONALLY).**

The usual definition of small and medium sized enterprises (SMEs) is any business with fewer than 250 employees. There were 5.5 million SMEs in the UK in 2018, which was over 99% of all businesses.

## If you fancy being your own boss, then self-employment may be an option for you.

You will need to think about:

- What are you passionate about?
- Could it make money or solve a problem?
- What is your business offering?
- Who will be your customers?
- Is there a market for your products or services?
- Where and how will you run your business?
- What is the competition?
- How are you different from or better than others?

- How will you let people know about your products or services?
- What will it cost to start your business?
- How much money will you need to survive until your business makes a profit?  
How will you raise this money?

You'll need to find out about any laws that apply to your business and about things like tax and National Insurance, so it's important to get advice early. See the [www.gov.uk](http://www.gov.uk) pages for guidance.

If you need to borrow money to set up the business, you will need a well-written business plan. Seek advice about what you will need to include in the plan from either the bank you are applying to, or through a local college course in self-employment start-up.



## Skills/qualities

- Determination
- Self-discipline
- Good organisation skills
- Persistent
- Flexible
- Competitive
- Imaginative
- Willing to take risks
- Communication skills

## Useful subjects include

- Business
- English
- Maths
- Administration
- ICT

## Top tip!

Check out local colleges for short business courses aimed at Small Businesses.



## Interested? For more information...

Federation of Small Businesses <https://www.fsb.org.uk/>

Confederation of British Industry <https://www.cbi.org.uk/>

Youth Employment UK <https://www.youthemployment.org.uk/careers-advice-help/choices/starting-your-own-business/>

Gov.UK Setting up as a sole trader <https://www.gov.uk/set-up-self-employed>

Princes Trust <https://www.princes-trust.org.uk/>

Peter Jones Enterprise Academy (Dragon's Den) <https://www.peterjonesfoundation.org/>

Shell <https://www.shell.co.uk/about-us/sustainability/people-and-communities/encouraging-enterprise.html>

York & North Yorkshire Growth Hub [www.ynygrowthhub.com](http://www.ynygrowthhub.com)

Young Enterprise <https://young-enterprise.org.uk/>

National Citizen Service <https://wearencs.com/>



# Agriculture and Agritech

**9,327 people employed in this sector**  
**Currently 327,600 jobs in occupations related to agri-tec**  
**there will be another 7,500 jobs expected by 2030,**  
**A 2.3% increase**

York and North Yorkshire is a global leader for agri-tech - bringing together farmers and food producers with scientists and technologists to improve food production (from field to fork). The agricultural sector is a key strength in our rural areas. Sophisticated technology is increasingly being used in farming, such as drones to identify crop diseases and pest control, and satellite systems to control agricultural vehicles and equipment, such as combine harvesters.

■ The Research and Development (R&D) base in York competes internationally in Agri-tech and bio renewables research. Other companies involved in the York area include Nestlé and McCain, University of York with their Centre for Novel Agricultural Products and the Green Chemistry Centre of Excellence. Fera Science Ltd., has over 350 scientists researching, investigating and solving problems which impact on food production and the environment.

■ Agriculture and Agritech Flood alleviation has seen an investment of £6.6 m in Whitby, Skipton, Tadcaster, Pocklington and Malton.

■ The New Tree Health Centre at Yorkshire Arboretum is a pioneering initiative for specialist training in tree health, pests and disease. This centre will be used to upskill professionals and students in outdoor learning settings.

**In the future...** Business and IT skills are also in demand (in addition to scientific and technological understanding of the industry). There will also be an increase in vertical farming in urban areas and a focus on developing greener technologies within environment.



Types of job	Average Starting Salary
Game Keeper	£19-28K
Agronomist	£22.5-60K
Agricultural Engineer	£25-45K
Biologist	£24-40K
Rural Surveyor	£22-43K
Environmental Consultant	£25-50K

## Skills/qualities

- Problem solving
- Attention to detail
- Team working
- Health and safety aware
- An interest in the natural world and the outdoors

## Useful subjects include

- Science
- Maths
- English
- ICT
- Business

## Some local employers

Ibbotson's Potatoes  
 ADAS  
 Hobson Farming Ltd  
 Fera Science Ltd  
 Cargill  
 Green-tech  
 Nestlé  
 McCain  
 Plowman Brothers  
 Ripon Farm Services

## Interested? For more information...

[www.lantra.co.uk](http://www.lantra.co.uk)   [www.fera.co.uk](http://www.fera.co.uk)  
[www.agindustries.org.uk](http://www.agindustries.org.uk)   <https://yas.co.uk/>

# Scientific Research and Development

**International recognition for the developments of Agri-tech and bio renewables within the local region has resulted in the Bio-tech industry set to increase by 136% in York and North Yorkshire.**



Scientific research and development involves the experiments, testing, research and investigation for the application of science to issues or innovation. Jobs include research and development in private companies, universities, government agencies working in teams of scientists, technicians and support staff.

■ STEM science, technology, engineering and maths (STEM) provide skills for a range of job roles and sectors that employers highly value. Whilst other key skills such as creativity and problem solving are equally as important.

■ Advances in science and technology and 3D printing have resulted in the creation of living body parts, changing the face of medicine and surgical procedures.

■ Covance is a company based in Harrogate with 1400 employees, which is a global contract research organisation and the world's most comprehensive drug development company, with the Harrogate site specialising in pharmaceutical development, crop production and chemical development.

■ Fera Science Ltd., is situated in the York Biotech campus centre of excellence for investigation, research and problem solving across plant, crop protection, bee health, sustainable agriculture, food and feed quality and chemical safety in the environment.

■ £100k funding in York and North Yorkshire has secured the development of two Bio-Economy projects for three anaerobic digestion facilities, with one intended to create biomass pellets from land management waste streams.

### In the future...

There is an increase in developments for the circular economy, creating sustainable environment, globalisation, artificial intelligence, digital and health technology which will create more demand for scientific knowledge, research, and technologically skilled professionals.

Types of Job	Average Starting Salary
Research Scientist	£17-43K
Laboratory Technician	£20-28K
Microbiologist	£23-45K
Climate Scientist	£15-55K

### Skills/qualities

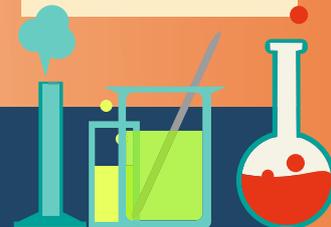
- Communication
- Teamwork
- Patience
- An enquiring mind
- Problem solving
- Attention to detail

### Useful subjects include

- Science
- Maths
- English
- Business

### Some local employers

University of York  
Unilabs  
FERA Science Ltd  
Abingdon Health  
Nestlé Development Centre  
Covance  
Sciencetec Analytical  
Forensic Science Services Laboratory



Interested? For more information...

<http://www.sciencebuddies.org/science-engineering-careers#lifesciences>

<http://www.cogentskills.com/> <http://www.futuremorph.org/> <https://www.biovale.org/>



# Business, Finance and Professional Services

**In York and North Yorkshire:**  
there are 34,000 Administration and support services jobs - 9% of the total workforce

9,000 Finance jobs - 2.4% of the total workforce

10,000 ICT jobs - 2.7% of the total workforce.

Business, Finance and Professional Services jobs make up 14% of total in York and North Yorkshire.

Business services include roles in the following areas - administrative services, contact centres, human resource provision, management consultancy, sales, recruitment and training.

- Financial services include roles in banks, building societies, insurance, pensions, credit finance, accountancy and financial advice.

- Professional services include architects, auditors, accountants, investment managers, lawyers, marketing consultants and public relation professionals.

- Skills in demand in our region are design and database management, network architecture, customer relations and cyber security with requirements for degree level qualifications and training.

- There is support for local initiatives as a priority in tax and legislation, finance, sales and marketing, import and exports. This includes business development for strategic management, operations, process, innovation, people and skills.

- The financial sector is a key employer in the York and the Craven areas.

- Skipton Building Society is the UK's 4th largest Building Society and has 1,800 employees based at their Head Office in Skipton.

- In Harrogate the Harrogate International Centre and local business community is strongly focused on the conference and exhibition industry, with the centre being one of the largest in Europe!

Types of Job	Average Starting Salary
HR Officer	£18-40K
Chartered Accountant	£22-55K
Sales Manager	£22-70K
Financial Adviser	£23.5-45K
Actuary	£28-62K

## Skills/qualities

- Communication
- Presentation skills
- ICT
- Problem solving
- Customer service
- Numeracy and literacy
- Accuracy and attention to detail
- Sales

## Useful subjects include

- English
- Business administration
- ICT
- Maths

## Some local employers

Quest PR  
Bowman Riley  
Aviva  
Financial Force  
Hiscox  
Skipton Building Society  
Charterhouse Recruitment  
Capita  
Premium Collections  
Tyro Training  
Stephensons Estate Agents  
Indigo Greens  
Harrogate Convention Centre  
Azets

**In the future...** There will be an increasing emphasis on digital skills in many administrative and customer facing roles.

Interested? For more information...

[www.icaew.com](http://www.icaew.com) [www.lawsociety.org.uk](http://www.lawsociety.org.uk) [www.architecture.com](http://www.architecture.com) [www.cipr.co.uk](http://www.cipr.co.uk)





# Construction

There are 17,000 Construction services jobs - 4.5% of the total workforce.

There has been a large investment in infrastructure projects – such as housing, transport and flood alleviation in the last 5 years.

Employment in construction is driven by investment in housing, transport infrastructure and new commercial developments. The construction of low carbon buildings, the need for social housing and energy efficiency modifications to property will all be a necessity in the years ahead.

■ The construction industry has over 150 professions including planning, design, project management and the technical trades. There are also new roles working in green technology and environmental specialisms. There is an ageing construction workforce in this area – so there is a high demand for apprentices. Self employment within this industry is also a popular pathway.

■ There is a demand for energy efficient properties and low carbon buildings for sustainable construction. There is currently a skills shortage for modular housing and bio-based construction.

■ Severfield PLC, HQ based in Thirsk with other sites across York & North Yorkshire, are specialist structural steelwork designers

and builders and have built iconic structures and buildings across the world. From sports stadiums to industrial and transport buildings to health and educational campuses, the company are at the forefront of modern day sustainable steelwork construction and in 2023 secured for the second year running Carbon Reduction Accreditation.

■ York Central is a project of huge ambition, transforming underused land into vibrant and distinctive residential neighbourhoods, cultural spaces, and a high-quality commercial quarter at the heart of one of the UK's most historic and desirable cities. Once completed, it will be home for 2,500 people and provide work for 6,500 people as well as supporting York's economy into the future.

Types of Job	Average Starting Salary
Bricklayer	£17-40K
Carpenter/ Joiner	£17-38K
Electrician	£18-32K
Plumber/ heating vent engineer	£15-40K
Painter/ decorator	£17-32K
Architect	£30-60K
Civil Engineer	£30-70K



## Skills/qualities

- Problem solving
- Attention to detail
- Team working
- Communication
- Practical and technical
- Safety aware
- Able to read drawings
- Accurate measurement

## Useful subjects include

- Maths
- Design
- Physics
- Science
- Design technology

## Some local employers

- Persimmon Homes
- Shepherd Building Group
- Severfield PLC
- Thompson Homes
- Scothern Construction
- Simpson (York) Ltd
- Biker Group
- Wates Construction

**In the future...** There is increasing demand for 'sustainable' construction skills and use of new technologies and materials, so new roles will emerge in the sector.

Interested? For more information...

[www.citb.co.uk/bconstructive/](http://www.citb.co.uk/bconstructive/) [www.citb.co.uk/careers-in-construction/](http://www.citb.co.uk/careers-in-construction/) [www.goconstruct.org](http://www.goconstruct.org)



# Creative and Digital

**York has a thriving digital and media arts economy and was the UK's first UNESCO city of Media Arts.**

Roles in the creative and digital sector use the latest technologies and include work in film and TV, social media, advertising, fashion, computer games and animation. Interactive media services, applications and content bring together the world of computing, the web, mobile phones and console games.

■ There is an increase in roles relating to the use of social media platforms such as Bloggers and Vloggers using conversation and recordings to engage online readers. Digital marketing is used to promote a digital presence using a wide range of social media platforms. There is a shortage of digital professionals within York and North Yorkshire.

■ Church Fenton Yorkshire Studios, Screen Yorkshire is a production facility which includes 9,300 square metres of internal production space, plus additional workshops and offices. Channel 4's Head office move to Leeds provides hope for further skills training, jobs and investment opportunities for Yorkshire's media industry.

■ New jobs emerging include social media or web content strategist and manager, chief listening officer, user

experience design analyst, search engine optimisation specialist, data scientist, market research data miner, digital marketing specialist, cloud services specialist, big data architect, android developer, app designer and developer to name but a few!

■ Developments in e-learning have created the need for increase in e-learning development and service businesses, incorporating new methods of delivery such as webinars, applications, virtual learning environments, shared cloud storage etc.

■ 3D printing technology is developing rapidly to support a very broad range of new product developments such as advances in medical science, and prototypes for design industries. Mo Farah wears trainers that were printed using 3D printing technology.



Types of job	Average Starting Salary
Web Content Manager	£25-48K
App Developer	£25-55K
Web Design and Development	£18-40K
Advertising Account Executive	£19-36K
Audio-Visual Technician	£18-35K

### In the future...

New innovative practices with increases in science and technology are developing creative ways of working, interactive media and is driving the sector forward.

### Skills/qualities

- Creative thinking
- Presentation skills
- Problem solving
- Communication
- IT
- Design
- Attention to detail
- Customer service

### Useful subjects include

- Maths, English and ICT
- Design
- Art
- Media

### Some local employers

- YO1 Radio
- Church Fenton Studios
- Electric Angel Design
- Revolution Software
- Fever Digital



### Interested? For more information...

- <http://creativeskillset.org/>   <https://www.screenskills.com/careers>   <https://artismycareer.org/>   [www.screenskills.com](http://www.screenskills.com)  
<https://www.thetechpartnership.com/tech-future-careers/>   <https://www.screenyorkshire.co.uk/>   [www.discovercreative.careers](http://www.discovercreative.careers)

# IT and Telecoms

Two key objectives for York & North Yorkshire are to expand digital capabilities and increase supply of technical and STEM skills.

The IT industry involves working with computers and information systems including computer applications, software and hardware. There are jobs in design, development, manufacture, customer service, sales and installation. Telecoms involves installing, testing, repairing technology that transmits information. More recent developments in technology have increased the use of cloud storage, information sharing, social and mobile applications, data analytics, smart computing and the management of information security.

■ British Telecom is the largest employer in this sector in this area.

■ There are trends in shaping demand include digitalisation, changing work patterns, emergence of new technologies and changing consumer demand.

■ In 2018/19, the jobs with the greatest demand were Software Developer / Engineer, Computer Support Specialist, Web Developer, IT Project Manager, Computer Systems Engineer / Architect, Data Analysis and Coding and Programming. Also, there has been an increase in cyber security roles, with sector developments in this area based in Scarborough.

■ There are skills shortages identified in using coding and analytical tools such

as QL, JavaScript, Microsoft C#, Software Development, .NET

■ Companies such as Techbuyer have identified the need for the specialisation and development of sustainable IT solutions. In 2020 the company was awarded the 'Circular Economy Business of the Year' award at the IEMA Awards. As a sustainable IT provider Techbuyer buy, refurbish and sell IT equipment. Averaging a 20% turnover increase year on year, Techbuyer has proved that investing in the circular IT economy makes both environmental and business sense.

■ In Scarborough, GCHQ have degree apprenticeships in cyber security available.

### In the future...

New jobs will include virtual clutter managers to organise emails, data, passwords and profiles and social networkers to support those traumatised by social networking.

Types of Job	Average Starting Salary
IT User Support Technician	£18-35K
Software Developer	£24-70K
IT Project Manager	£35-60K
E-Learning Developer	£25-45K
Web Developer	£20-60K
Network Manager	£30-70K
Network Engineer	£25-52K
Telecoms Engineer	£24-40K

### Skills/qualities

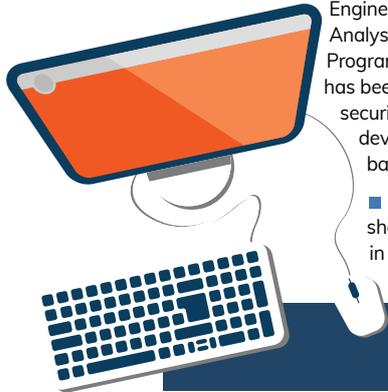
- Good communication
- Logical and analytical
- Attention to detail
- Organised, able to prioritise and work to deadlines
- Problem solving
- Team work

### Useful subjects include

- ICT
- Maths
- Science
- English

### Some local employers

BT  
 York Data Services  
 Claro Communications  
 Integral IT Fever Digital  
 Skipton IT Services  
 Whitethorn Telecom  
 GCHQ  
 Techbuyer



Interested? For more information...

[www.bcs.org](http://www.bcs.org) [www.e-skills.com/careers](http://www.e-skills.com/careers) [www.tpdegrees.com](http://www.tpdegrees.com)

# Education

The education sector has 34,000 jobs in the York and North Yorkshire area, representing 9% of total employment.

40% of these workers are employed at level 4 and above.

Helping people to learn and develop involves teaching and training in a variety of settings from nursery and early years, to primary, secondary, further and higher education. Learning can be in the work place or via online learning. There are also support roles within education, i.e. mentor, education welfare worker, teaching assistant, school business manager, college business development, administration and maintenance.

■ There is a shortage of maths, physics, design technology and computer science teachers. Males are under-represented in child care and early years education roles, including head teachers.

■ The education sector in the area is considered a strength. North Yorkshire has some of the best performing schools in the country.

■ York attracts 30,000 Higher Education students annually with access

to high quality academic study and research. There are approximately 450 schools, 6 colleges and 3 Universities.

■ There is increasing demand for support roles such as Educational Psychologists and other Wellbeing and Mental Health roles, i.e. counsellors.

■ In further education and work based study, Apprenticeship assessors are in short supply in York and North Yorkshire.

■ In York and North Yorkshire £75k has been invested in analysis of local skills needed in the labour market.

### In the future...

The future of e-learning platforms and developments with Moodles, MOOCs, virtual learning environments, apps, webinars and online meetings will see increasing demand for online and remote learning therefore an increase in digital skills in education.



Types of job	Average Starting Salary
Secondary School Teacher	£28-43K
Primary School Teacher	£14-21K
Higher Education Lecturer	£24-40K
Teaching Assistant	£14-21K
Special Needs Teacher	£30-48K

### Skills & qualities

- Communication
- Teamwork
- Patience
- An enquiring mind
- Problem solving
- An interest in working with people

### Useful subjects include

- Science
- Maths
- English

### Some local employers

- University of York
- Coventry University, Scarborough Campus
- Ebor Academy
- Hull York Medical School
- The Skills Network
- Local nurseries, schools, academies and colleges
- Language centres
- Children's centres
- Training providers

Interested? For more information...

<https://getintoteaching.education.gov.uk> <https://nationalcareers.service.gov.uk/>  
<https://www.et-foundation.co.uk/resources/teacher-recruitment/> <https://www.cipd.co.uk/>





# Energy, Bio Renewables and the Circular Economy

**Total jobs: 31,178. Includes: agriculture, forestry, fishing, manufacturing (food, drinks, textiles, wood, paper, chemicals, pharmaceuticals, plastics and rubber).**

With a move away from coal and oil and a focus on environmental concerns, the government is targeting renewable sources of energy for the future, such as biomass, wind, solar, and tidal energy sources. Bioeconomy skills can be varied, due to the range of subsectors that it covers: agriculture, pharmaceuticals, food and drink manufacturing (a specialism within York and North Yorkshire), and energy. Waste recovery is important, converting animal, plant or crops into energy to power machinery, vehicles and homes or to create new products such as oils, fats, cosmetics and detergents.

■ In York & North Yorkshire, £100k of funding has been allocated to the bio-economy project, to develop rural green communities towards a carbon neutral circular economy.

■ Future developments in green technology and renewable sources of energy have created new roles within construction, engineering, sciences, transport, production, management and manufacturing.

■ York & North Yorkshire is a rural area and the focus is to create green jobs within rural economies as providers of food, energy, water

and products, as well as improving on ways for low carbon energy transition, reduce waste through supply chains, and switch to sustainable materials.

■ Examples of local initiatives are:

– Sea Grown a sustainable company specialising in offshore seaweed farming in Scarborough, with aquaculture sites.

– One Planet York Sustainability Food City York, Edible York, Grassroots projects which all contribute to foundations for a circular economy.

**In the future...** Circular economy will drive improvements in economic growth, increase resource efficiency with developments in the renewable energy sector, be a leader in Bio-economy and improve the environment.

**Interested? For more information...**

[www.greenenergyjobs.com/career-guide](http://www.greenenergyjobs.com/career-guide) [www.renewableuk.com/](http://www.renewableuk.com/)  
[www.energyinst.org/home](http://www.energyinst.org/home) [www.thinkpower.co.uk](http://www.thinkpower.co.uk)

Types of Job	Average Starting Salary
Hydrologist	£28-45K
Energy Engineer	£20-50K
Research Scientist	£17-43K
Commercial Energy Assessor	£18-41K

– The Leeming Biogas facility feeds gas into the national grid, by breaking down food waste and capturing the natural bio methane it releases.

## Skills/qualities

- Problem-solving
- Attention to detail
- Computer skills
- Communication
- Team-working

## Useful subjects include

- Science
- Maths
- Engineering
- Technology

## Some local employers

Yorkshire Water  
University of York  
FERA  
Biorenewables Development Centre  
Allerton Waste Recovery Park  
Drax Power Station  
Duncan Renewables  
Croda  
Wilson Biochemical  
Digestion and Horticultural  
Glasshouse Facility  
Nestlé



# Food Manufacturing

80% of the region's Top 10 manufacturing businesses are in the food and drink sectors.

The York & North Yorkshire region is home to globally recognisable food and drink producing businesses as well as companies such as Froneri, makers of ice cream products for Cadbury, Oreo, Nestlé, Lyons Maid and other leading brands and Pro-Pak Foods who produce ready made meals for major supermarkets and high street names.

■ Some initiatives include Food Enterprise Zone, agri-food park in Malton. Whilst City of York has a range of initiatives such as One Planet York, Sustainability Food City York and Edible York to help promote and review the ethical operation of the food manufacturing industry.

■ Karro Food Group in Malton operates UK wide as a leading supplier of pork products into the retail and the food service market. The company employs 1,500 people with a turnover £600m. There are a broad range of job roles include operational food technology, engineering, manufacturing, food operations

and supporting roles in planning, supply chain management, accounting, finance, HR and Marketing.

■ McCain Food Ltd in Scarborough employ 1,400 people across its operation. The emphasis for the company is to care about its ingredients, products and people. With high sustainability targets they support the farmers who grow their potatoes and work with local communities, opening a social supermarket store in Scarborough in 2023.

■ The Tofo Company in Malton make products using soya beans that are organic, GM free and sustainable. The company is undergoing a rapid growth period as it's products are being provided to more and more supermarkets and other retail food outlets.



Types of Job	Average Starting Salary
Baker	£16-24K
Food and Drink Process Operative	£17-24K
Technical Brewer	£18-35K
Nutritionist	£27-40K
Food Scientist	£20-45K

## Skills/qualities

- Willing to work shifts
- Numerate and literate
- Able to follow instructions
- Good attention to detail
- High standards of hygiene and safety

## Useful subjects include

- Science
- Maths
- Food technology

## Some local employers

- Karro Food Group
- Nestlé
- Danone
- GreenCore
- McCain Foods (GB) Ltd
- Quorn Foods
- Heineken UK (John Smiths Brewery)
- T&R Theakston Ltd
- Wensleydale Creamery
- Heck Food
- Kirsty's

## In the future...

In Yorkshire and the Humber 14,000 new recruits will be needed by 2024.



Interested? For more information...

<http://www.tastesuccess.co.uk/> <http://www.fdf.org.uk/>

<http://www.ifst.org/> <http://nsafd.co.uk/nations>



# Health & Social Care

There are 47,000 Health and Social Care jobs across the area 12.5% of the total workforce.

1 in 10 people working in England are employed in Health and Social Care jobs, totalling approximately 2.3 million people. The National Health Service is the biggest employer in the UK.

The Health and Social Care sector, which includes the NHS, offers over 350 unique jobs all in high demand. Jobs cover a broad range of roles from clinical positions, scientific research, health informatics, operational, business and human resources, to catering staff and hospital porters.

■ There are a number of career pathways within the NHS, including apprenticeships. As an apprentice you will do a nationally recognised qualification and earn a wage. It's a great way to develop your skills and knowledge to become a qualified healthcare worker in your chosen career.

■ There is an ageing workforce across the health sector, with a shortage of nurses and roles in the care sector such as care assistants, support workers, administrative and management

roles. There are a number of career pathways to enter the profession including apprenticeships and graduate roles with specialist training.

■ During the 2020 Covid-19 pandemic, Harrogate was host to a Nightingale Hospital for the Northern region.

■ Health technology skills are in demand as new developments emerge with the introduction of advanced 3D printing, robotics, and scientific developments in neurosciences, orthopaedics and prosthetics, designing new surgical instruments as well as advances in the diagnosis for diseases.

### In the future...

Nationally the Health & Social Care sector will need up to 650,000 more workers by 2035 to meet a growing demand for care and support, in the independent sector and NHS. New technology will be increasingly used in patient monitoring, diagnostics, robotics and bioscience and will create new job areas.

Types of Job	Average Starting Salary
Social Worker	£27-50K
Doctor	£70-114K
Nurse	£27-40K
Psychologist	£41-54K
Physio	£25-45K
Care Home Manager	£25-55K
Radiographer	£28-42K
Occupational Therapist	£27-47K
Phlebotomist	£22-27K

### Skills/qualities

- Communication
- Team work
- Good timekeeping and organisational skills
- A positive attitude towards people who need care and support.
- Sense of responsibility

### Useful subjects include

- Science and Maths
- English and Social care
- Other specific subjects may be required depending on the role chosen. Degree level qualifications, training and experience may be needed.

### Some local employers

- National Health Service
- Nuffield Health
- North Yorkshire Council
- Inhealthcare
- Virtual Wards
- Remote Patient monitoring technology
- The Avalon Group
- Barchester Healthcare
- Four Seasons Healthcare
- Christchurch Group

### Interested? For more information...

<https://www.healthcareers.nhs.uk> [www.skillsforcare.org.uk/Home.aspx](http://www.skillsforcare.org.uk/Home.aspx)  
[www.stepintothenhs.nhs.uk](http://www.stepintothenhs.nhs.uk) [www.communitycare.co.uk](http://www.communitycare.co.uk) [www.hnycareershub.co.uk](http://www.hnycareershub.co.uk)





# Hospitality and Tourism

There are **45,000 jobs** in Accommodation and Food Services, **12%** of total jobs in York and North Yorkshire.

York and North Yorkshire has a considerable number of national parks and areas of outstanding countryside and coast.

■ The sector covers events, food and service management, hospitality services, hotels, pubs, bars and nightclubs, restaurants, self-catering accommodation, holiday parks and hostels, tourist services and visitor attractions.

■ Long term accommodation and food services is one of the biggest sectors with demand for skills and identified as a growth sector, in addition Tourism expansion is expected by 3.3%. Short term the Covid pandemic has had a considerable impact on these industries.

■ There are opportunities to build business links with Hospitality, Heritage and Estate landscapes in partnership with The National Trust.

■ **Northallerton Treadmills** is a retail, business and leisure development with a £17m investment aiming to create a new business and leisure site, recently developed and opened an Everyman Cinema.

■ **Sowerby Environment Space Project** aims to create a multi-functional sports village providing sporting and recreation activities for the local community.

■ Accommodation and food services in Scarborough & Richmondshire is a big employer, with more than double the national average jobs.

■ There are a number of large events organised in the region, often requiring over night stays - such as the Tour de Yorkshire, variety of race meetings, the annual agricultural Yorkshire Show, UCI Cycling World Championships alongside other sporting, musical and theatrical

**In the future...** Space tourism will require space pilots and tour guides.

**Interested? For more information...**

[www.hospitalityguild.co.uk](http://www.hospitalityguild.co.uk)

<http://www.yorkshire.com/places/north-yorkshire>

<https://www.careerpathwaymaps.co.uk/hospitality-career-map/>

<https://nationalcareers.service.gov.uk/job-categories/travel-and-tourism>



Types of Job	Average Starting Salary
Chef	£15-30K
Restaurant Manager	£18-28K
Hotel Manager	£20-60K
TIC Assistant	£15-25K
Events Manager	£21-40K
Airline Pilot	£24-110K

## Skills/qualities

- Team working
- Communication skills
- Problem solving
- Negotiation
- Patience
- Customer care

## Useful subjects include

- English
- Maths
- Sciences
- Languages
- Business admin
- ICT

## Some local employers

- Hilton Worldwide
- Betty's
- Superbreak
- Lightwater Valley
- Blue Dolphin Holiday Park
- Hotel du Vin and Malmaison
- National Railway Museum





# Retail

**The are 51,000 jobs in Retail and Wholesale, 13.6% of total jobs in York and North Yorkshire.**

Retail is the largest private sector employer in the UK – that's big business! The industry relies heavily on young people who often work in shops on a part time basis before moving on to other options. Retail as a career offers fast promotion opportunities, good financial rewards and diverse roles such as buying, merchandising and managerial positions. There has been an increase in logistics and distribution roles driven by the increase of online shopping.

- A growth in online retail has resulted in a decline in the number of people on the high street. Towns and villages are being creative with their spaces – there has been an increase in pop up shops, farmers markets and cottage industries resulting in additional support for other small businesses.
- Retail is an important sector in York and Harrogate and also in market and coastal towns within York and North Yorkshire.
- The Northallerton Treadmills development is creating new business and a new retail and leisure site. This is due to a £17m investment intended to attract new business to market towns.

- DigitalShopApp.com is a community led shopping platform. This application has been developed by Women Mean Business group using online platforms for live streaming, with the aim to benefit the wider business community.

### In the future...

Skills in future will be needed within the retail sector for complex analytical, problem solving, digital and management skills.

**Interested? For more information...**

[www.fashionretailacademy.ac.uk](http://www.fashionretailacademy.ac.uk)

<https://nationalcareers.service.gov.uk/>

Types of Job	Average Starting Salary
Retail Buyer	£18-50K
Supply Chain Manager	£24-48K
Customer Services	£17-25K
Retail and Wholesale Manager	£20-60K
Stock Control Assistant	£13.5-30K
Marketing Executive	£20-50K

### Skills/qualities

- Teamworking
- Communication
- Problem solving
- Flexible
- Customer focus

### Useful subjects include

- English
- Maths
- Design
- Business administration
- ICT

### Some local employers

Marks and Spencer  
 Fenwick  
 Barkers Northallerton  
 Aldi  
 Next  
 B&Q  
 Gear4music  
 Morrisons





# Manufacturing and Engineering

There are **38,000 people employed in manufacturing, this is 10.1% of total people in York and North Yorkshire.**

Investments in robotics, new technologies and changing processes to protect the environment have resulted in more demand for highly technical roles in this sector. There are skill shortages for jobs in manufacturing and engineering due to an ageing workforce. The sector urgently needs young people.

■ Top occupations across the area include Engineering Technicians, Programmers, Software Developers and Production Operatives..

■ York and North Yorkshire have businesses that manufacture automotive, satellite and diagnostics components for the life sciences sector and also produce metal castings for aircraft.

■ There are opportunities in manufacturing across York and North Yorkshire.

■ EJOT UK, based near Selby, has invested £6m to expand its UK manufacturing, R&D, technical and customer service support. The investment created a world-class

facility to help the business attract and support future generations of product designers, engineers and logistics specialists.

■ UNTHA UK, at Boroughbridge, are the UK's leading supplier of waste shredding technology and waste management expertise. The company creates revolutionary waste shredders to tackle anything from tyres to pallets to bed mattresses.

■ Cargill Bioindustrial at the York, are pioneering research, product development and production in energy technologies, advanced materials and sustainable high-performance products for use within various industry sectors.

**In the future...** Growth in this sector will be in highly skilled jobs rather than the more traditional engineering roles – such as design engineering. This is due to the impact of digitalisation, developments in science and technology and the environment.

## Interested? For more information...

[www.euskills.co.uk](http://www.euskills.co.uk) <https://www.energyinst.org/home>  
<http://www.tomorrowsengineers.org.uk/> <https://www.theengineer.co.uk/>

Types of Job	Average Starting Salary
Electronics Engineering Technician	£21-37K
Programmer/Software Developer	£24-70K
Production Operative	£17-24K
Welder	£22-45K
Production Manager	£24-65K
Wind Turbine Technician	£27-47K

## Skills/qualities

- Mechanical aptitude
- Problem solving – practical and theoretical
- Communication
- Decision making
- Ability to meet deadlines
- Organisational and planning skills
- Teamwork
- Health and safety aware

## Useful subjects include

- Maths
- English
- ICT
- Sciences
- Design and Technology
- Business

## Some local employers

Cirteq UK  
Econ Engineering Ltd  
Ellis Patents  
EnviroVent  
Mpac Lambert  
Dechra Pharmaceutical  
Marshall Aerospace  
Sheppee International  
Sylatech Limited  
Unison Ltd  
Portakabin



# Transport and Distribution (Logistics)

**The Rail Sector accounts for over 5,000 employees in York.**

The transport, logistics and distribution sector is becoming more complex as our needs for goods and services become more competitive. The sector is about the movement, handling and storage of goods including passenger transport. The growth of online retail has resulted in different logistic challenges for the transport and distribution industry as home delivery has grown exponentially.

■ Information technology skills are essential for planning and management purposes along with problem solving, teamwork, communication and commercial awareness. Job areas include freight transport, warehousing and storage, wholesaling, couriering and postal services. Users of the services includes manufacturers, food producers, wholesalers, retailers and consumers.

■ The Selby area has good facilities for the transport and storage sector.

■ York holds a prominent position as the birthplace of railways and a global centre for top-tier rail engineering expertise and innovation as well as home to the National Railway Museum. The city is the base for leading rail and train operating companies, including Siemens, LNER, TransPennine Express, Network Rail, and Northern Trains. This thriving ecosystem is complemented by a multitude of consultants and technology firms, such as Systra, Arup, Amey, Jacobs, Mott MacDonald, Arcadis, Siemens Mobility, Signature Rail, and Incremental Solutions to name a few. This sector has many jobs available in areas like IT, sustainability, engineering, project management, data analytics and many other areas.



Types of Job	Average Starting Salary
Large Goods Vehicle Driver	£22-40K
Transport Planner	£17-30K
Rail Track Maintenance Worker	£30-43K
Health and Safety Manager	£17-30K
Fork Lift Truck Driver	£17-30K
Warehouse Supervisor	£15-30K
Signalling Technician	£16-43K

## Skills/qualities

- Team working
- Problem solving
- Good organisation
- Attention to detail
- Confidence
- Communication
- Ability to work under pressure

## Useful subjects include

- English
- Business studies
- ICT
- Languages
- Maths

## Some local employers

- |                     |               |
|---------------------|---------------|
| Nestlé              | Wincanton     |
| Bowker Group        | YDL           |
| Reed Boardall       | TEF Transport |
| Bulk Trainer        | Network Rail  |
| Balfour Beatty Rail |               |
| LNER                |               |

## Interested? For more information...

- [www.ciltuk.org.uk/](http://www.ciltuk.org.uk/)   
 [www.skillsforlogistics.co.uk/](http://www.skillsforlogistics.co.uk/)   
 [www.nsar.co.uk](http://www.nsar.co.uk)  
[www.networkrail.co.uk](http://www.networkrail.co.uk)   
[www.routesintorail.co.uk](http://www.routesintorail.co.uk)  
[www.deliveringyourfuture.co.uk](http://www.deliveringyourfuture.co.uk)   
[www.youngrailpro.com](http://www.youngrailpro.com)

# Glossary

The world of education and training is full of confusing terms. Here are a few commonly used words and phrases. Part of your research into your future career can be investigating others you will come across!

**Apprenticeship** - 'Learning on the job' whilst working towards a qualification. See pages 5-7 for more information about the different levels of apprenticeships that are available.

**Bachelor of Arts (BA)** - A bachelor's degree with a focus on the arts, social sciences or humanities.

**Bachelor of Science (BSc)** - A bachelor's degree with a focus on the sciences.

**Campus** - The grounds and buildings of a university or college.

**Clearing** - A process for higher education applicants who did not receive offers, declined their offers, did not meet entry requirements or some cases did better than they were expecting.

**CV** - Curriculum Vitae (summary of your life).

**Foundation Degree** - Combines academic and vocational skills in a higher education course. It is equivalent to two years of a bachelor's degree.

**Foundation year** - an extra year at the beginning of a university course. It helps prepare those who aren't quite ready to study for a full degree or who don't meet the entry requirements. Typically, it leads straight on to degree study with the same university.

**Graduate** - A person who has successfully completed an undergraduate course.

**HE** - Higher Education.

**Labour Market Information** - good quality information about what is happening now, and is expected to happen in the future, in the local, regional and national job market.

**Maintenance loan** - A loan for students to help them pay for their living costs while studying.

**Personal statement** - either a section on a job application form or a part of a UCAS application; a chance to sell your skills and experience.

**Referees/references** - These are people who can provide your potential future employer or university with some information about you - not someone from your family, they would usually be your teacher or previous employer.

**STAR technique** - This stands for Situation, Task, Action, Result - it's a good way of describing your skills and competencies.

**Tuition fees** - Tuition fees are set by higher education providers. Currently, the maximum they can charge per year is £9,250.

**Tariff (points)** - A scoring systems used by UCAS to measure students' academic achievements. They show if a person qualifies for specific higher education courses.

**UCAS** - University Centralised Admissions Service - runs the university and colleges higher education application process,

plus holds information on degrees, degree apprenticeships and how to make your choices.

**Undergraduate** - A student who is studying for their first degree.

**Unique Selling Points** - Your USP's are what makes you stand out - you may have a particular skill or talent which can help you succeed. Sometimes you will be asked at interviews about your strengths and weaknesses or areas of development.



# Further Information and Links

There are lots of websites you can use to do further research. Always check the information is up to date as things can change rapidly! Also remember this is only a small selection of websites available.

## National careers service

<https://nationalcareers.service.gov.uk/>

## Higher education and options

[www.ucas.com/](http://www.ucas.com/)

[www.discoveruni.org.uk](http://www.discoveruni.org.uk)

[www.gov.uk/student-finance](http://www.gov.uk/student-finance)

[www.informedchoices.ac.uk/](http://www.informedchoices.ac.uk/)

[www.notgoingtouni.co.uk](http://www.notgoingtouni.co.uk)

[www.thestudentroom.co.uk/](http://www.thestudentroom.co.uk/)

<https://www.inspiring-choices.co.uk>

## Apprenticeships

[www.findapprenticeship.service.gov.uk](http://www.findapprenticeship.service.gov.uk)

## Advice when starting work

[www.citizensadvice.org.uk/work/check-your-rights-at-work-if-youre-under-18/](http://www.citizensadvice.org.uk/work/check-your-rights-at-work-if-youre-under-18/)

## Information about careers

### National Citizen Service

[www.wearencs.com](http://www.wearencs.com) Provides opportunities for 15-17 year olds to develop by taking part in team projects to help their community.

### National Careers Service

<https://nationalcareers.service.gov.uk/>

The National Careers Service website is suitable for all ages and includes general information on routes into careers, skills and qualities required, and pay.

### Apprenticeships

[www.gov.uk/apply-apprenticeship](http://www.gov.uk/apply-apprenticeship)  
Ring 0800 015 0400 for information.

<https://amazingapprenticeships.com/>

<https://www.instituteforapprenticeships.org/occupational-maps/>

## General

<https://www.york.gov.uk/downloads/download/946/planning-your-future-post-16-guide>



## For teachers and tutors

Business and education organisations are working together to promote careers in the workplace and sectors aiming to increase the knowledge of local young people.

[www.yorknorthyorks-ca.gov.uk](http://www.yorknorthyorks-ca.gov.uk)

[www.careersandenterprise.co.uk/](http://www.careersandenterprise.co.uk/)

[www.officeforstudents.org.uk/advice-and-guidance/promoting-equal-opportunities/uni-connect/](http://www.officeforstudents.org.uk/advice-and-guidance/promoting-equal-opportunities/uni-connect/)

Federation for industry sector skills and councils

[www.fisss.org/sector-skills-council-body](http://www.fisss.org/sector-skills-council-body)

Links to all Sector Skills Councils and National Skills Academies.

National STEM centre

[www.stem.org.uk](http://www.stem.org.uk)

Inspiring the Future

[www.inspiringthefuture.org/](http://www.inspiringthefuture.org/)

Gatsby Benchmarks

[www.goodcareerguidance.org.uk/](http://www.goodcareerguidance.org.uk/)



**Top tip!** Use the links on the other pages to help you find other information such as for specific job sectors.

# Shape Your Future



York & North Yorkshire CAREERS HUB

CAREERS & ENTERPRISE COMPANY

inspiring choices  
York & North Yorkshire

NORTH YORKSHIRE COUNCIL

York and North Yorkshire Combined Authority

ofs Uni Connect Programme

CITY OF YORK COUNCIL