

3rd
Edition

Suffolk Work & Skills

Information for
young people aged 13-19



National
Careers
Service™

The New Anglia
Enterprise
Adviser Network

THE CAREERS & ENTERPRISE COMPANY

NEWANGLIA
Local Strategic Partnership
for Norfolk and Suffolk

 **Suffolk**
County Council

Useful websites

Job or training vacancies

National

Apprenticeship Service

search and apply for apprenticeships in England
<https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>

Universal Jobmatch

search and apply for full or part-time jobs in the UK and abroad
www.gov.uk/jobsearch

The Source

find out what's available from local apprenticeship providers
www.thesource.me.uk

Not Going to Uni

what could you do if you didn't go to university?
www.notgoingtouni.co.uk

jobs24

find jobs and apprenticeships by keywords or location
www.jobs24.co.uk

Adzuna

discover UK job vacancies and labour market info
www.adzuna.co.uk

Searching for employers or recruitment agencies

Agencycentral

UK's leading recruitment agency directory
www.agencycentral.co.uk

Yell

online business directory
www.yell.com

Advice and your rights on starting work and job hunting

Gov.UK

go to 'Working, Jobs and Pensions'.
www.gov.uk

icould

see the 'Getting a Job' section under the Articles tab
www.icould.com

Jobs and careers information

icanbea

find out about career opportunities in Suffolk and Norfolk
www.icanbea.org.uk

Start

find out more about jobs and if they're likely to grow. How well are you matched?
www.startprofile.com

National Careers Service

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

Prospects

find information on different job sectors
www.prospects.ac.uk

Researching the job market

icanbea

learn about the industries and sectors across the region
www.icanbea.org.uk

Careers of the Future

40 top jobs of the future
<http://bit.ly/1BKsMnu>

Discover Uni

what jobs have UK uni and college students gone on to do?
<https://discoveruni.gov.uk/>

What Do Graduates Do?

what are students doing six months after they finish their degree?

www.hecsu.ac.uk/current_projects_what_do_graduates_do.htm

Understanding your skills

National Careers Service

Use the Skills Health Check
<https://nationalcareers.service.gov.uk/>

The Skills Show

the nation's largest skills and careers event
<https://www.worldskillsuk.org/>

icould

take the Buzz Quiz
www.icould.com

Barclays Lifeskills

which skills do you need for the 21st Century?
<https://barclayslifeskills.com/>

Volunteering and work experience

The Source

click on the Volunteering tab
www.thesource.me.uk

Community Action Suffolk

volunteering opportunities in Suffolk
<https://www.communityactionsuffolk.org.uk/volunteering/>

National Citizenship Service

volunteering for 15-17 yr olds
<https://wearencs.com>

Do-it

find volunteering opportunities
www.do-it.org

Prince's Trust

supports unemployed 16-25 year olds with skills and work experience
www.princes-trust.org.uk

Introduction

Suffolk is a great place for young people to study, find work and develop their careers and offers a huge number of opportunities in a wide range of sectors. In recent years, Suffolk has seen a growth in service and knowledge-based industries and its key sectors will create local jobs for the future.

Our agriculture, food and drink sectors are going from strength to strength and Suffolk is home to many artisan food producers as well as big names such as British Sugar, Greene King, Bird's Eye and Copella.

The East of England is the second largest centre for the UK energy industry with a variety of job opportunities in areas such as oil and gas, wind energy and biomass power.

The largest sector in terms of employment across the whole county is health and social care. The finance and business sectors employ around 43,000 people between them but in some districts it's manufacturing, construction, logistics or tourism which offer more jobs.

The creative sector is growing in all parts of the UK and Suffolk has a cluster of established companies with many smaller ones growing; we also have a thriving biotech industry with thousands of skilled jobs to be created over the next few years.

We can expect to see a breadth of exciting opportunities for the future across a whole range of sectors and local employers are very keen to attract young people like you to work with them.

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The world of work – the future is now!

Do you wonder what work will be like as you get older? Maybe you're not sure what the world of work is like at the moment... Looking at future trends and the different ways in which we work can help you to plan your future career.

What is the 'labour market'?

When people use the term 'labour market' they're usually talking about job opportunities and the people available to do them. Labour market information (LMI) can tell you the number of people in a type of job, how much they earn and what's likely to happen to those jobs over the next few years. Some may be needing more workers, whilst others will be in decline. The next few pages look at how changes in the labour market could affect your future career decisions.

Around half of all jobs in 2024 will require degree or higher apprenticeship qualifications (level 6 and above) and in the future will mainly be for people with higher level skills and qualifications.

Work facts for the 21st century

New jobs are being created all the time. Some of these will be jobs we're familiar with but many will be new to us. How much do you know about the jobs listed below? They are all out there right now!

big data architect

drone operator

environmental engineer

cyber security manager

clean energy consultant

bio-tech scientist

Why? Because the world is changing fast and the UK needs to compete with the rest of the world in areas such as engineering, research, creativity, science, technology and innovation.

The types of job available to us now and in the future will mainly be for people with at least level 2 and level 3 qualifications but around one third of all UK jobs in 2020 will be for those with higher level qualifications. Why? Because the world is changing fast and the UK needs to compete with the rest of the world in areas such as engineering, research, creativity, science, technology and innovation.

What does this mean to me?

It means that the more qualifications you have, the more jobs you can apply for. Most employers want someone who has at least five good GCSEs including English and maths, and often science too. If you have these and some experience of work (a Saturday job or volunteering for example) then you're more likely to succeed.

Why do jobs change?

All jobs change over time:

150 Years Ago in Suffolk

- ❖ Brewing and malt trade
- ❖ Farming and forestry
- ❖ Fishing
- ❖ Food and drink
- ❖ Engineering incl. shipbuilding
- ❖ Tourism
- ❖ Leather goods



▲ Food production in the 1890s

Most jobs in these sectors only involved manual work. Some jobs that were once very popular have all but disappeared. Other jobs have gone due to advances in technology.

Suffolk Today - there are far more jobs to choose from in these sectors today



The world of work – the future is now!

What is changing?	How can it affect jobs?	Think about it!	Which job areas will be important?
New technology is being developed all the time.	New technology is the main reason for old jobs disappearing.	→ Artificial intelligence has impacted on many areas of life and will continue to develop. → Greater demand for people with digital skills, electrical and engineering skills to fix them and develop new ones.	<ul style="list-style-type: none"> • Electronics • Design engineering • Creative and media • Computer science and big data • Aerospace • Cyber security
We must take more care of the environment.	More research into saving energy and developing greener and cleaner technologies.	If we all start driving electric cars we'll need skilled mechanics to maintain them. Every home will eventually be fitted with a smart meter.	Engineering including motor vehicle <ul style="list-style-type: none"> • Chemical processing • Recycling • Agriculture • Energy and utilities • Innovation
Britain leaving the European Union.	There will be gaps in some sectors in the labour market as some workers may not be able to come to Britain to work.	→ More opportunities for range of work. → Less opportunities for people from the UK to work in the EU. → Businesses may be reluctant to invest until they are more certain of the arrangements.	<ul style="list-style-type: none"> • Hospitality • Health and Social Care • Science • Agriculture • Manufacturing
People are living longer.	People will need more health care and social care.	→ More care, health and social workers needed to look after them. → Demand for more research into new drugs.	<ul style="list-style-type: none"> • Health care • Social care • Life sciences • Pharmacology • Leisure
The skills of people around the world are improving.	There is more competition from the rest of the world as we are able to connect across global boundaries.	→ Other countries such as China and India are producing more graduates than the UK.	<ul style="list-style-type: none"> • Education • Science • Engineering • Creative and media (including gaming) • Manufacturing • Digital and IT • Finance
People are thinking carefully how they spend their money, especially on their wellbeing.	Demand for services such as catering, fitness, health spas and gaming.	→ Some farms are turning to tourism on top of farming. → More overseas visitors. → More hotels offering spa facilities.	<ul style="list-style-type: none"> • Health and beauty • Sport and leisure • Hospitality and tourism • Creative and media • Sales and marketing

What is STEM?

STEM stands for science, technology, engineering and maths. Employers value the skills you develop in STEM subjects such as problem-solving, critical thinking, analysis, and innovation. Across all industries and sectors, the requirement for employees to have STEM literacy is essential for everyday working life. Jobs requiring STEM skills are now found in a number of sectors, including construction, manufacturing, finance, social sciences, and many more

However, creative subjects are also important as you develop essential skills like team working, communication and innovation. All of these skills are necessary for a successful career in any area of work. Sometimes this is referred to as STEAM – the “A” representing The Arts.

What kind of jobs exactly? Some really exciting ones! Just think, you could be responsible for:

- Inventing a new means of low carbon transport
- Curing an illness or disease
- Creating the biggest selling game of all time
- Building the tallest tower in the world.

The world of work – the future is now!

Different ways of working

The ways in which we work are changing too. Here are some of the different ways in which we might work today and in the future.

Flexi-time working - not working to set hours every day such as 9-5.

Part-time work - some people choose to only work part of a week, for example, if they're also studying, but some jobs aren't available as full-time posts.

Temporary or fixed-term contracts - employers take more people on in agriculture, retail, hospitality or manufacturing, at busier times.

Zero or low hours contracts - sometimes employers and employees need flexibility around the hours they work. A zero hours contract might mean you don't know how many hours you will work from week to week.

Freelance and consultancy work - specialists are brought in to a business only when they're needed.

Shift work - people who work in factories, hospitals or hotels often work shifts as they're needed through the night or early in the morning.

Remote working - new technologies mean you don't have to go to your workplace to do your work – you can work from practically anywhere these days!

Portfolio career - Some people have more than one interest or set of skills. Rather than having one full-time job, they do several different part-time jobs at the same time which might include freelancing.

Gig economy - short term, freelance work or zero hours contract. Instead of a regular wage or salary, people are paid for every “gig” they do such as each delivery or a taxi journey. Typically such work is controlled by mobile apps.

Running your own business - nearly two thirds of young people like the idea of running their own business. You can work for yourself in lots of careers, for example, construction, hair and beauty, finance, hotels and catering. Or you might just have a brilliant idea you want to sell!

**STEAM
in fashion:**

- Textile technology
- Pattern making
- Measuring
- Design



Health and Social Care



A job in the health or social care sector can be extremely rewarding. In health, studying a STEM* subject will open up many opportunities. Jobs in health include caring for patients, working in labs or with diagnostic equipment and there are also support roles in admin, security and maintenance which are essential to the day-to-day running of the health service.

Social care is about providing care for people in different settings such as residential care or in their own home and enabling them to enjoy a sense of wellbeing and independence for as long as possible. There are opportunities to work with people with learning disabilities, physical disabilities, mental health and older people.



What is happening?

→ Health and social care is one of the largest employment sectors across Suffolk and Norfolk with over 103,000 jobs.

→ An increasing number of disabled younger adults are living longer and a growing number of older people are needing care which means adult social care is growing and the number of social care jobs Will increase by 21% (350,000 jobs) by 2030.

→ To progress in health and social care, qualifications at level 3 and 4 and above are needed including apprenticeships or a degree. Continuing with a STEM subject will help keep your options open.

→ The demand for people working in health and social care is increasing. There are over 350 different careers in the NHS and the number of people working in private healthcare is growing.

→ In demand: registered nurses, doctors, care workers, social workers, dental nurses and more.

→ New technologies and discoveries will have a huge impact on health including patient monitoring, diagnostics, robotics, genetics and bioscience. In social care, assistive technology and the use of apps are being developed. These are creating new job areas.

Skills and qualities

- Communication • Team working
- Problem solving • Customer awareness
- Planning and organisation • Negotiation skills
- Compassion • ICT • Reliability
- Calm under pressure • Flexibility • Initiative

Useful subjects

- Biology • English • Maths • Science • Chemistry
- Psychology • ICT • Sociology • Physics

What could you earn?***

Care worker	£12,500 - £25,000
Dental nurse	£18,813 - £30,112
Medical secretary	£16,500 - £27,000
Social Worker	£24,000 - £40,000
Nurse	£24,214 - £37,267
Midwife	£24,214 - £43,772
Pharmacist	£30,500 - £45,000
Doctor, GP	£37,191 - £87,003

On the web

- www.healthcareers.nhs.uk
- www.norfolkandsuffolkaresupport.co.uk/promoting-careers-in-care/looking-for-a-career-in-care
- www.wanttobeadoctor.co.uk
- www.stepintothenhs.nhs.uk

Local employers

- NHS including West Suffolk Hospital, Norfolk and Suffolk NHS Foundation Trust and many health centres
- Health East
- Suffolk County Council
- Suffolk Community Healthcare
- Various care homes



Creative Industries

The creative industries include areas such as advertising and marketing, design, publishing, fashion, gaming, film, TV and radio. Creative businesses are growing all over the UK, creating thousands of new jobs. And there are some exciting roles to be had, especially if you continue to study a STEAM* subject – from app developer to games artist, animator to jewellery designer



What is happening?

- Competition for some creative jobs can be fierce and the number of people with a degree in some roles is very high.
- Almost one third of creative jobs in Suffolk are in Ipswich. Many people work freelance (over 90% in film) which can mean less job security.
- Over 50% of creative jobs in the UK are in London and the South-East and 90% of creative companies employ fewer than five people.
- Photo imaging, animation, videogames, film and TV, advertising and marketing are all areas expected to grow over the next few years. Shortage areas include software programmers and designers working in user experience, 3D and VFX.
- Women have an increased presence in the digital tech industries but there is a demand for a greater representation in areas such as gaming and computer programming.
- Suffolk's many cultural events throughout the year are a great way for people to showcase their creative skills.

Skills and qualities

- Creativity • Communication • Problem solving
- ICT • Attention to detail • Team working
- Design • Presentation skills
- Planning and organisation • Leadership
- Flexibility • Business knowledge • Innovation

Useful subjects

- Maths • Design and technology • Science
- English • Physics • Art • Media
- Business awareness • Psychology • Chemistry
- History • Music

What could you earn? **

Photographer	£14,000 - £50,000
Graphic Designer	£16,000 - £50,000
TV, video and audio engineers	£15,000 - £40,000
Clothing designer	£20,000 - £80,000
Web designer	£18,000 - £40,000
Software developer	£20,000 - £70,000
IT systems architect	£40,000 - £80,000
Marketing and sales director	£55,000 - £100,000

On the web

www.creativeskillset.org/careers_jobs
www.ccskills.org.uk
www.bubble-jobs.co.uk
tech-future-careers

Local employers

- The Music Sales Group
- Screen Suffolk
- New Wolsey Theatre
- Tilted Productions
- White Space
- Pacitti Company
- The Mix
- Jacob bailey



Manufacturing and Engineering

Technology is the main reason for old jobs disappearing. Nine out of 10 new jobs in this sector need some level of IT skills. There are so many exciting and rewarding careers within manufacturing from design, motor sport, aerospace, clean energy. Why not become an expert and help the UK create innovative solutions to the world's problems?

What is happening?

→ Suffolk is home to over 2,055 Advanced manufacturing companies with a cluster in Haverhill, Lowestoft, Ipswich, Newmarket and Sudbury.

→ Locally, our strengths include precision engineering, clean tech, agri-tech, food processing machinery, advanced composites, advanced electronics, motorsport, marine, aviation and bio-med technology. If you're not sure what some of those are then get researching!

→ Engineering companies are projected to need 186,000 people with engineering skills needed annually through to 2024 across a range of roles. And there's a call out for more female engineers too.

→ Automotive (vehicles) electronics, consumer electronics (such as smart phones) are growing areas and need skilled young people to research and design new products and parts.

→ For an exciting role in advanced manufacturing and engineering which could include international travel it's a good idea to continue to study a STEM subject – it'll help keep the options open.

→ University of Suffolk offers a range of courses related to advanced manufacturing and there are many apprenticeship opportunities locally too.



Skills and qualities

- Communication • Problem solving
- Team working • Leadership • Attention to detail
- Creativity • Design • Maths • ICT • Reliability
- Innovation • Languages

Useful subjects

- Maths • Physics • Chemistry
- Design and technology • English • Science
- ICT • Languages • Business studies

What could you earn?*

Engineering Operative	£14,000 - £25,000
Mechanical Engineering Technician	£18,000 - £40,000
Precision instrument maker	£15,000 - £30,000
Engineering technician	£23,000 - £42,000
Design engineer	£20,000 - £55,000
Electronics engineer	£21,000 - £65,000
Mechanical engineer	£22,000 - £55,000

On the web

- www.tomorrowsengineers.org.uk
- www.futuremorph.org
- www.semta.org.uk/careers
- www.science-girl-thing.eu

Local employers

- Aponic
- Thales
- Bosch
- Philips Avent
- Delphi
- The MEL Group
- Cotherm
- Vitec Group
- Brafe
- Herga



Agricultural Science and Food

You might not have thought about a career in food and drink but it's one of the most technologically advanced sectors in the UK and it's growing. There are plenty of opportunities in research, scientific development, environmental management, growing, testing for taste and quality, production of goods, packaging and distribution. You could be part of the team creating a new line for a leading brand!

What is happening?

→ Agricultural Science and Food sector has over 30 different industries including research and development, bakery, dairy, confectionery, soft drinks, chilled and frozen products. All becoming increasingly hi-tech.

→ As well as food manufacturing, Suffolk has a large farming community – pig and poultry farming and cereal growing are extremely important.

→ There are thousands of exciting opportunities for young people with the right skills to join the food and drink sector - over one third of the 400,000 strong workforce is due to retire in the next few years.

→ What kinds of roles? Food technologist, chocolatier, marketing professional, quality technician, design engineer, cheese maker, microbial scientist, production planner, environmental technologist or butcher. There are new roles for social responsibility and sustainability.

→ Local colleges such as Easton College, Norwich and Suffolk New College- Otley Campus offer a wide range of agricultural training and there will be lots of opportunities for those with STEM* qualifications.

→ Got an entrepreneurial streak? You could set up your own business in this sector – maybe a land-based business or artisan food? And there are plenty of food and drink festivals throughout the year to showcase your talents!

Skills and qualities

- Communication • Problem solving
- Team working • Business knowledge • Digital
- People management • Presentation skills
- Attention to detail • Creativity • Maths
- Reliability • Innovation • Design • Analytical

Useful subjects

- Business studies • Biology • English • Maths
- Chemistry • Design and technology • ICT
- Physics • Science • Art • Languages

What could you earn? **

Food production operative	£12,000 - £20,000
Butcher	£14,500 - £30,000
Farmer	£20,000 - £50,000
Quality assurance technician	£12,500 - £25,000
Agricultural Engineer	£25,000 - £40,000
Biological scientist	£14,000 - £70,000
Tractor Driver	£16,000 - £30,000

On the web

- www.tastycareers.org.uk
- <https://www.horticulture.org.uk/grow-careers/>
- www.tastesuccess.co.uk
- www.growcareers.info
- <https://jobs.fwi.co.uk/>

Local employers

- Muntons
- Greene King
- Adnams
- Bird's Eye
- British Sugar
- Pepsico
- John Innes Centre
- Copella
- Aspalls
- ForFarmers
- Ernest Doe
- Gressingham
- Farms across the county



*See page 6 ** National Careers Service



The focus is very much on the future when it comes to the energy sector with low carbon or 'green' technology high on the agenda. The government has targets it has to meet to help reduce climate change around the world. It's not just about constructing, assembling and monitoring - engineers and technicians will be designing and testing the buildings, vehicles and mobile phones of the future!



What is happening?

→ The East of England is the second largest centre for energy in the UK which includes oil and gas, offshore and onshore wind energy, solar, nuclear and biomass-fired power generation.

→ Lowestoft and Great Yarmouth make up an energy-related Enterprise Zone. The Offshore Wind industry in East Anglia alone supports over 800 businesses with over 11,800 employees.

→ The green economy is a priority sector for the UK meaning extra support for 'green collar' jobs: renewables includes wind and wave power; energy and waste management; sustainable construction; carbon capture; bio energy; smart meters; large scale battery storage and plug-in electric vehicles.

→ Skilled people are in high demand especially qualification level 4 and above and those with STEM* skills.

→ Sizewell B nuclear power plant generates low carbon energy for the county with plans to grow and emerging technologies such as energy-from-waste and solar power are expected to create more jobs. A proposed new power station (Sizewell C) is expected to create as many as 25,000 roles in its construction and a further 900 operational jobs for at least 60 years.

→ Several wind farms have been built off the East Anglian coast such as Scroby and Greater Gabbard, with Galloper and East Anglia One in the pipeline. ScottishPower Renewables are due to complete construction of their first project East Anglia ONE in 2020 and will look to begin construction on the remaining three projects as early as 2022.

Skills and qualities

- Communication • Problem solving
- Team working • Leadership
- Attention to detail • Maths • Reliability • ICT
- Design • Innovation • Analytical

Useful subjects

- Maths • Physics • Chemistry
- Design and technology • English • ICT
- Science • Business studies • Languages

What could you earn?*

Environmental Consultant	£22,000 - £60,000
Wind turbine technician	£23,000 - £42,000
Energy Engineer	£20,000 - £80,000
Engineering technician	£18,000 - £40,000
Design engineer	£20,000 - £55,000
Mechanical engineer	£22,000 - £55,000
Research and development manager	£25,000 - £65,000
Electronics engineer	£21,000 - £65,000

On the web

- <https://www.talentsourcenetwork.co.uk/>
- www.myoilandgascareer.com
- www.futuremorph.org
- www.bconstructive.co.uk
- www.semta.org.uk/careers
- www.opito.com
- www.ecitb.org.uk

Local employers

- EDF Energy
- Siemens Gamesa
- SSE
- Flow Energy
- UK Power Networks
- Smartest Energy
- HavenPower
- Vattenfall
- Scottish Power Renewables



The biggest private companies in this sector are looking for people with high motivation and enthusiasm. Some jobs within finance and business require a high level of customer service and sometimes shift work, others demand commitment and long hours but the effort can be rewarding. There are also opportunities in the public sector for financial and administrative roles.

What is happening?

→ Suffolk is home to one of the largest finance and insurance sectors in the UK outside London with hundreds of businesses offering a range of roles. Some companies in Ipswich employ over 1,000 people.

→ Technology is constantly changing work in this sector with artificial intelligence, cyber security, big data management, e-commerce and environmental accounting all predicted to grow over the next few years.

→ We can also expect a demand for sales and customer service roles, human resources (HR) managers and high level jobs such as actuaries and legal professionals and in ICT and business intelligence.

→ Employers are seeking people who are good communicators, have strong IT skills, pay attention to detail and are able to focus on and meet customers' needs. They are also looking for people with a sound understanding of how business works and there's a growing demand for people in roles such as HR and legal to have a wider range of business skills.

→ Modern language skills are growing in demand, especially for companies who operate or trade internationally and there are plenty of graduate opportunities in this sector.

→ University of Suffolk, local colleges such as West Suffolk College and Suffolk New College, and training providers offer different routes into careers in this sector including degrees and apprenticeships.

Skills and qualities

- Communication • Problem solving • Digital
- Maths • English • Business knowledge
- Customer awareness • Analytical
- Presentation skills • Negotiation skills
- Reliability • Leadership • Team working
- Initiative • Calm under pressure • Languages

Useful subjects

- Maths • English • Business studies • Modern languages • ICT • Sociology • Psychology

What could you earn?*

Contact Centre Worker	£13,500 - £28,000
Sales administrator	£15,000 - £24,000
Pensions Adviser	£22,000 - £80,000
Finance office	£18,500 - £40,000
Customer service manager	£20,500 - £70,000
Investment analyst	£22,000 - £100,000
Financial Adviser	£25,000 - £90,000
Management Accountant	£25,000 - £100,000
IT systems architect	£40,000 - £80,000

On the web

www.prospects.ac.uk/jobs-and-work-experience/job-sectors
<https://icould.com/stories/banking-and-finance-apprenticeships>

Local employers

- LV
- AXA
- Lovewell Blake
- Hastings Direct
- Willis Towers Watson
- RSM
- Ipswich Building Society



** National Careers Service



Travel and Tourism



By 2024, the hospitality and tourism industry need to recruit at least 1.3 million people: 25% of those will be to new jobs and 75% to replace those who leave. This may increase as a result of Brexit.

What is happening?

- Did you know, the tourism sector in Suffolk supports over 27,000 jobs?
- Between 2014 and 2024, the hospitality and tourism industry needs to recruit 1.3 million staff: 25% of those will be to new jobs and 75% to replace those who leave.
- The tourism industry is changing: more accommodation options, online apps and growing customer power means that in Suffolk, like other places, more needs to be done to attract visitors. This means raising standards and extending the season which will create better quality and more permanent jobs.
- Marketing plays a large role in tourism and roles such as digital marketer are growing. There's also a high demand for graduates in leadership and management roles.
- Chefs are in huge demand with over one quarter of businesses struggling to find qualified people. Employers are also struggling to recruit for front of house roles. An apprenticeship could be a good way to get into these, and other roles.
- This sector also gives the opportunity to travel abroad – maybe as a tour rep, air cabin crew or cruise ship entertainer. Want to stay closer to home? Travel agencies need trained travel agents to replace those who are leaving.
- Suffolk is a top destination for tourists and day visitors. A heritage coastline, National Park, maritime activities and a wide range of cultural activities and festivals means that there's a growing number of opportunities in this sector.

Skills and qualities

- Communication • Planning and organisation
- Creativity • Customer awareness
- Team working • Problem solving • Leadership
- English • Reliability • Enthusiasm • Languages
- Flexibility • Initiative

Useful subjects

- English • Art and design • Business studies
- Languages • Drama • Music • History
- Sociology • Maths

What could you earn?*

Housekeeper	£14,500 - £25,000
Art Editor	£18,400 - £40,000
Travel agent	£14,000 - £44,000
Museum curator	£20,000 - £40,000
Exhibition Manager	£17,000 - £80,000
Marketing executive	£18,000 - £35,000
Arts Therapist	£30,000 - £37,000

On the web

www.careerscope.uk.net
www.ccskills.org.uk/careers/advice

Local employers

- National Trust
- CenterParcs
- Pleasurewood Hills
- Newmarket Racecourse
- Snape Maltings
- Hoseasons
- Warner Holidays
- Theatre Royal Bury St Edmunds
- Ipswich Town Football Club



Sales and Retail

Retail is the largest private sector employer in the UK – that’s big business! As well as sales roles, there are many behind-the-scenes jobs such as buying, merchandising, marketing, stock control, logistics and store operations – all important links in the chain. But it’s not just shops and salesrooms, there’s a big demand for people to sell goods across many industries such as pharmaceuticals, textiles, advertising, manufacturing and finance. If you have the drive, you could move quickly up the career ladder to a management or executive position.



What is happening?

→ Retail is still one of the largest sectors in Suffolk even though more shopping is done online. It’s a sector with many opportunities for young people to work part time or to progress quickly into management roles.

→ Technology is changing the types of jobs on offer in retail and we could see a reduction in the number of sales and customer service assistants needed.

On the other hand, there is a demand for retail managers.

→ A growing trend for online shopping means there are some exciting job roles in retail such as e-commerce merchandiser, customer relationship manager, digital marketer, user experience designer, app developer, customer data manager, cyber security expert and social media manager. These types of jobs are usually found at the head offices of major retailers.

→ Got an entrepreneurial streak? Online stores, local produce and ‘niche’ shops are all popular ideas amongst those wanting to set up their own retail business.

→ Many big names in food retail, high street and online shopping have graduate schemes with a wide variety of graduate roles on offer - some include overseas travel and company perks. Apprenticeships are another good way to get in.

Skills and qualities

- Communication • Team working • Customer awareness • Problem solving • Leadership
- Planning and organisation • Reliability
- Business knowledge • ICT • Design • Creativity
- English • Maths • Enthusiasm • Initiative

Useful subjects

- Maths • English • Languages • Business studies
- ICT • Design and technology • Art and design
- Psychology • Sociology

What could you earn?*

Sales Assistant	£11,000 - £25,000
Visual Merchandiser	£12,000 - £55,000
Retail manager	£20,000 - £70,000
Fashion Designer	£20,000 - £80,000
Retail Buyer	£18,000 - £70,000
Social Media Manager	£23,000 - £75,000
Marketing Director	£55,000 - £100,000

On the web

www.prospects.ac.uk/jobs-and-work-experience/job-sectors/retail
www.fashionretailacademy.ac.uk

Local employers

- Top department store chains such as John Lewis
- Snape Maltings
- The Arc
- Glasswells
- Archant
- Discount retailers
- Supermarkets such as Sainsbury’s, Aldi, Co-op and Tesco
- Asos
- Local Estate Agents



Construction and the Built Environment

The construction industry has had its ups and downs over recent years but compared to other regions, the sector in the East of England is predicted to grow more favourably. The number of jobs within some roles is expected to grow, however there are also jobs such as electrician where the number of jobs isn't expected to rise but skilled people will be needed to replace those who leave. Environmental targets mean there are some exciting new areas to work in such as intelligent buildings.

What is happening?

→ By 2023 it's predicted there will be 24,450 new jobs in the East of England and 158,000 across the UK.

→ 140,000 new home are needed across Suffolk and Norfolk by 2036.

→ Proposed new power station (Sizewell C) is expected to create as many as 25,000 roles in its construction and a further 900 operational jobs for at least 60 years.

→ Roles needed in the region include: electrical trades, plumbing, and heating and ventilation engineers, labourers, sheet metal workers, welders, planners and civil engineers.

→ A growing population, changes in our living habits and energy savings means money is being put into infrastructure, housing and leisure sectors. Some construction workers will need to update their existing skills to 'green' skills (low carbon or those which support the environment).

→ There are some large infrastructure projects expected to happen such as The Third Crossing in Lowestoft and Sizewell C.

→ Around 40% of people who work in construction are self employed.

→ An increasing number of women have successful careers in a wide range of role in the construction industry.

→ There are opportunities for skilled craft work on old buildings in the built heritage sector.

Skills and qualities

- Problem solving • Communication
- Team working • Maths • Attention to detail
- ICT • Planning and organisation • Leadership
- Reliability • Design

Useful subjects

- English • Maths • Physics
- Design and technology • Geography • ICT
- Science • Chemistry • Business studies

What could you earn?*

Painter and decorator	£15,000 - £30,000
Bricklayer	£15,000 - £35,000
Carpenter	£16,000 - £40,000
Plumber	£15,000 - £40,000
Electrician	£18,000 - £42,000
Scaffolder	£14,000 - £30,000
Architect	£27,500 - £90,000
Civil engineer	£24,000 - £80,000

On the web

- www.goconstruct.org
- www.the-nhtg.org.uk
- www.architecture.com

Local employers

- R G Carter
- Dayle Bayliss Associates
- Persimmon Homes
- Robert Norman Construction
- Concertus
- Barnes Construction
- Jackson Civil Engineering
- Breheny
- Morgan Sindall





This sector is driven by a growing and ageing population, an increase in chronic (long term) diseases and the fact that people are living longer. It's all about scientific discovery and advanced technology which makes for some very exciting and rewarding roles: imagine developing a drug to cure a disease or helping someone to live a more fulfilling life following an accident... you could make a real difference!

What is happening?

→ This sector is a key driver in the UK economy with thousands of new jobs to be created over the next few years.

→ It's a priority sector for Suffolk which is home to a growing number of companies working in areas such as equine animal health, agri-tech, pharmaceuticals and medical technologies.

→ Of the three main areas: pharmacology (drugs and chemistry), med tech (hi-tech equipment) and bio tech (microbiology), pharma is the largest sub sector.

→ Bioinformatics - connecting computing, biology and medicine - is one of the fastest growing areas of research and development.

→ Food and energy security, healthy ageing and living with environmental change are important global issues, and more researchers are needed to tackle them. Highly skilled jobs working in these areas can be found across the region.

→ Roles in demand include intellectual property, microbiologist and antimicrobial resistance researcher.

→ Higher level apprenticeships in life sciences means there is an alternative route other than university into technician roles but for any role in this sector, continuing with a STEM qualification* will open up more doors.

Skills and qualities

- Problem solving • Communication
- Attention to detail • Maths • Negotiation skills
- Team working • ICT • Reliability • Analytical
- Innovation

Useful subjects

- Maths • Biology • Chemistry • Physics • English
- ICT • Science • Business studies
- Design and technology • Psychology

What could you earn?***

Lab technician	£15,000 - £30,000
Biotechnologist	£19,000 - £60,000
Geneticist	£18,000 - £60,000
Research scientist	£15,000 - £60,000
Pharmacist	£35,000 - £40,000

On the web

www.rsb.org.uk
www.rsc.org/careers/future
www.futuremorph.org

Local employers

- BASF
- The National Stud
- Nestor
- Animal Health Trust
- University of Suffolk
- Sanofi
- Envigo



ICT and Digital



There are more jobs in digital, information and communication technologies than you realise and new jobs are being created all the time. Whether you enjoy numbers, computers, coding, electronics or have a creative streak there are exciting roles to be had, especially if you continue to study a STEM* subject. Job areas include computing, wireless technologies, cyber security, space, data organisation, social media and computer games.

What is happening?

- The UK tech sector is expected to create more than 1.6 million new jobs over the next 10 years¹ in areas such as big data, systems support and cyber security.
- Digital technologies are driving the ICT sector forwards and we can expect the industry to create thousands of new jobs in Suffolk over the coming years. Areas expecting strong growth in the county include telecommunications, networking, digital marketing, financial technology and photonics.
- Several big names in ICT are based in Adastral Park at Martlesham near Ipswich including BT's Global Research and Development headquarters. The company, like others, is especially looking for software engineers and network designers. Women are particularly in demand.
- ICT & Digital cuts across all sectors including energy, bio tech, manufacturing, engineering, creative, and financial services. People with digital skills are also vital to the space sector – they will be needed to build satellites and sensors, and design new technology such as apps to support climate research and agriculture as well as space exploration.
- University of Suffolk and the University of East Anglia offer a range of courses around computer science and engineering; ICT apprenticeships. Ipswich Waterfront Innovation Centre has cutting-edge, state of the art equipment in 3D printing.

Skills and qualities

- Creativity • Communication • Problem solving
- ICT • Attention to detail • Team working
- Design • Presentation skills • Planning & organisation • Leadership • Flexibility
- Business knowledge • Innovation • Analytical

Useful subjects

- Maths • Design and technology • Science
- Languages • Physics • Art • Media
- Business awareness • Psychology • Chemistry
- History • Music • Computer science

What could you earn?*

Graphic designer	£16,000 - £50,000
IT Technician	£16,000 - £35,000
TV or film sound technician	£16,000 - £35,000
Web designer	£18,000 - £40,000
Data Analyst	£23,000 - £70,000
Computer games designer	£19,000 - £70,000
App Developer	£21,000 - £55,000
Cyber Intelligence Officer	£31,500 - £50,000

On the web

http://creativeskillset.org/careers_jobs
www.bubble-jobs.co.uk
www.thetechpartnership.com/tech-future-careers

Local employers

- BT
- Cisco
- 3M
- Nokia
- O2
- Huawei
- Htk
- Itron



Logistics and Ports

The transport and logistics sectors in Suffolk include warehousing, storage, road and rail transport, freight and sea shipping. The Port of Felixstowe is Britain's largest container port and of major importance to the UK economy. Along with the other ports, activities include importing and exporting goods, providing transport for offshore wind farm workers and support leisure and tourism. This sector probably has more roles than you realise – why not do a bit of research and see if there's something that suits you?



What is happening?

- Ports, transport and logistics are hugely important to the UK economy with a predicted 1.2 million workers needed by 2022.
- There's huge demand for skilled people in areas such as driving, ICT, warehouse management and customer service.
- In Suffolk, the ports and logistics industry employs around 16,000 workers and more than one in ten jobs in Suffolk Coastal is in logistics.
- There's a severe shortage of drivers in the UK for heavy goods and light goods vehicles.
- Technology is having a huge impact on this sector; the rise in technologies such as GPS tracking and electronic signature scanners has led to more roles becoming multi-skilled, making it harder to recruit.
- Young people are desperately needed in this sector and opportunities to join are likely to increase.
- The Port of Felixstowe runs engineering apprenticeship courses with West Suffolk College and Associated British Ports takes on apprentices as well as running a graduate scheme. Felixstowe Trade and Enterprise College runs specialist courses in shipping, logistics and transport.

Skills and qualities

- Problem solving • Communication • Team working • Customer service • Maths • Attention to detail • ICT • Planning & organisation
- Leadership • Reliability • Business knowledge
- Initiative • Innovation • Negotiation skills

Useful subjects

- Maths • Physics • Design and technology
- English • Science • ICT • Languages
- Business studies

What could you earn?*

Large goods vehicle drive	£18,500 - £35,000
Fork lift truck driver	£17,000 - £28,000
Supply Chain Manager	£20,000 - £60,000
Import/Export clerk	£18,000 - £30,000
Warehouse Manager	£18,000 - £40,000
Transport Planner	£22,000 - £50,000
Drone Pilot	£ variable

On the web

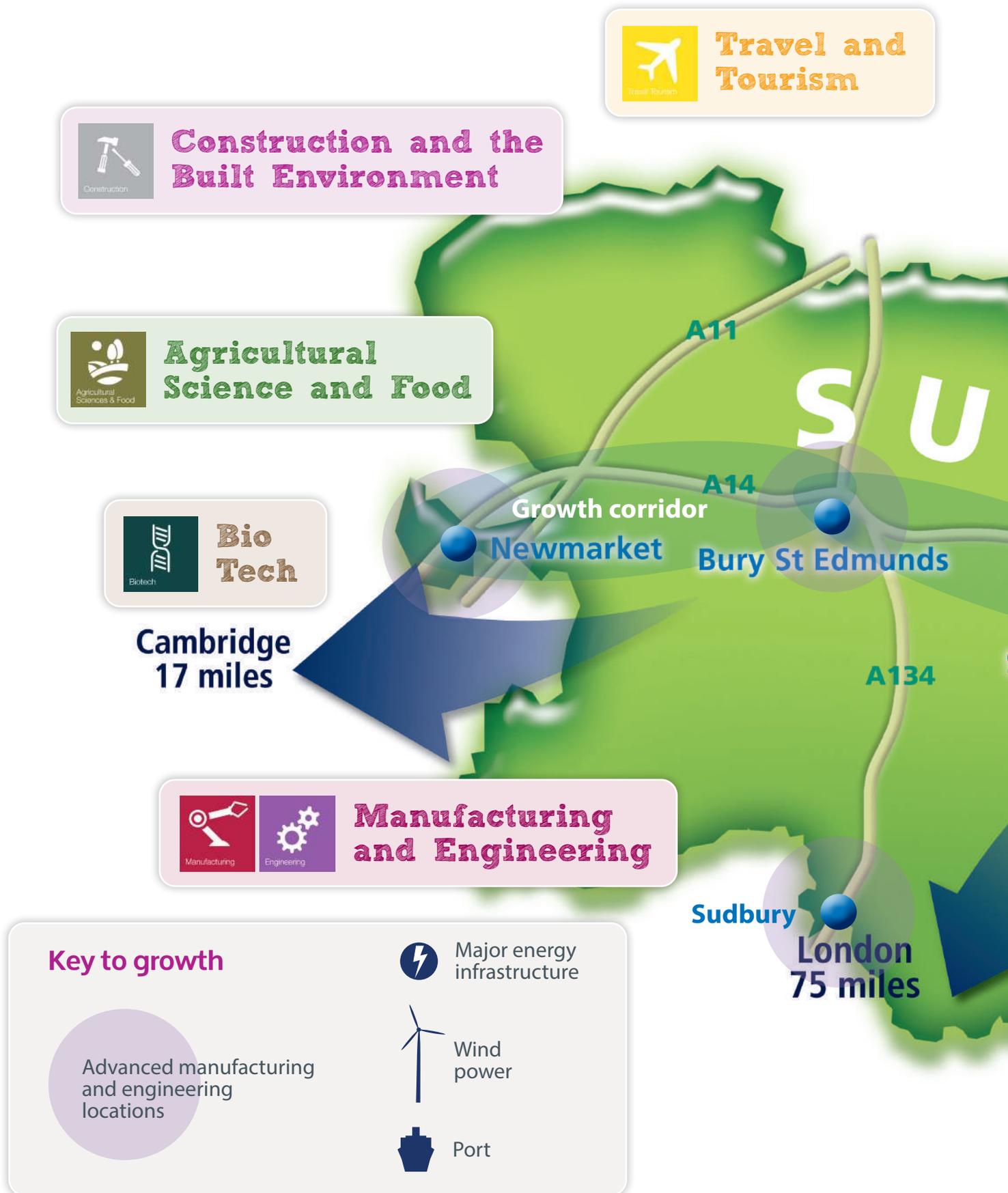
- www.careersatsea.org
- www.ciltuk.org.uk/Careers/CareersInformation

Local employers

- The Port of Felixstowe (Hutchison Port Holdings)
- CEVA Logistics
- Damco
- XPO
- Associated British Ports
- China Shipping
- DFDS
- Mediterranean Shipping Company

** National Careers Service

Major employment and growth areas





Creative Industries



Health and Social Care



Clean Energy



ICT and Digital



Logistics and Ports



Financial Services



Sales and Retail



Skills

As well as qualifications, employers also look for the skills people have when they're applying for jobs. Here are some of the skills that employers are most looking for from you:



Skills like these are called employability or transferable skills because you can use them in many different types of jobs.

Employability skills are as important as qualifications to some employers.

How can I show that I've got these skills?

Communication and literacy

Speak up! Join in with discussions, express your opinions thoughtfully, but also listen to what others have to say. If you've done a presentation at school, explain how you presented it clearly and why.

Team working

Good proof of teamwork is having taken part in a team sport, drama production or other activity. This might be within school or in your own time. Show that you can get on well with others, value their opinions and communicate well in order to complete a team task.



“By the time you're 38 you could have had 10 different jobs. That's why you'll need a good set of transferable skills!”

Problem solving

Explain how you would identify a problem and how you would solve it. You could come up with different ways of tackling it and who else you would need to involve. If you can think of something you've had to tackle that was difficult then show that you're not afraid of a challenge.

Business and customer awareness

Dealing with the public involves a range of skills and qualities. Show that you understand the need to communicate well and can remain calm in difficult situations.

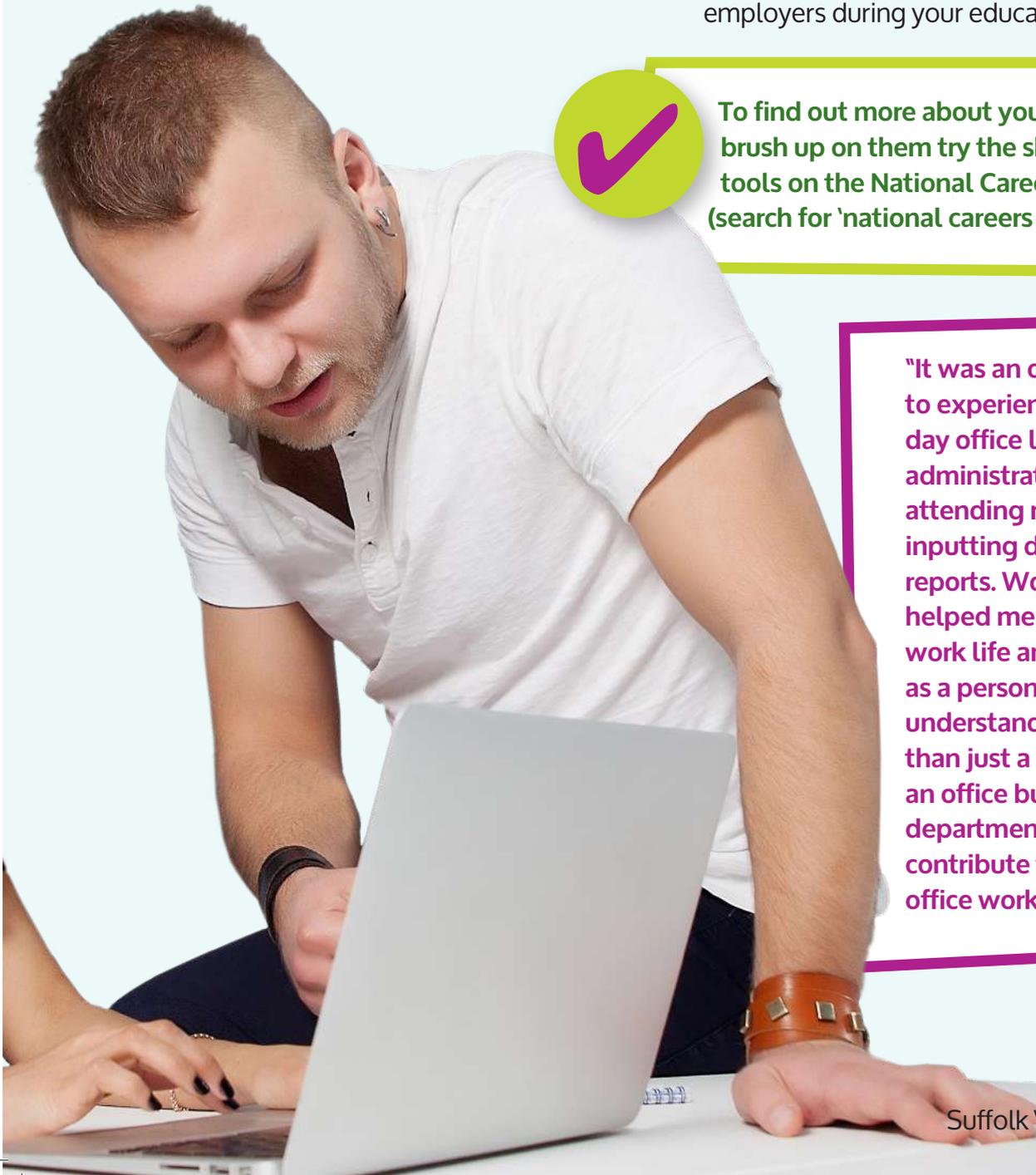
The benefits of work experience!

Employers really value work experience - you're more likely to get a job if you've had some experience of a working environment. Universities also look for people who can show that they have some work experience when applying. You can learn new skills and understand why they are important by spending time in a workplace. But another real benefit is that **you** get the opportunity to see if a type of work is going to suit you. It might just set you on the right path! Your school or college should be making sure you get plenty of chance to experience world of work and meeting employers during your education.



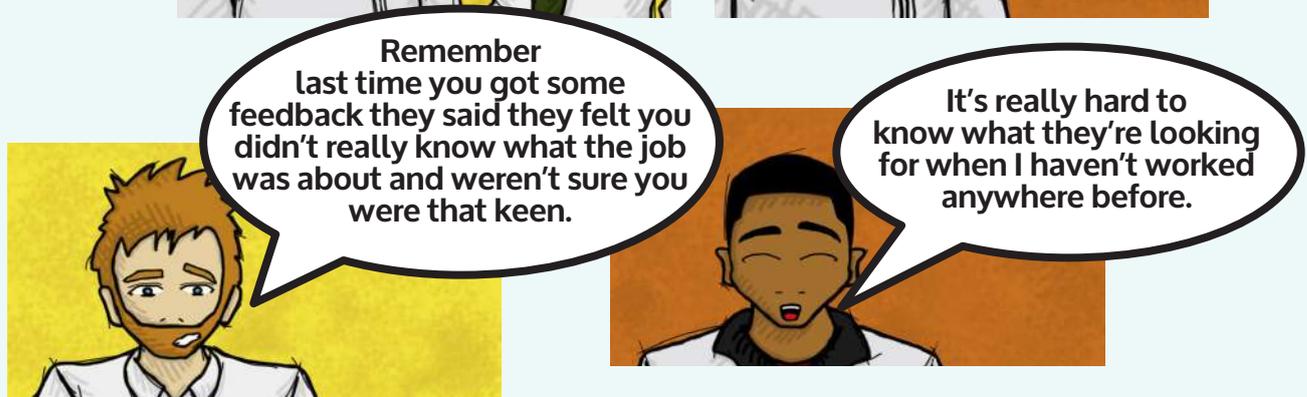
To find out more about your skills and how to brush up on them try the skills health check tools on the National Careers Service website (search for 'national careers service' online)

"It was an opportunity to experience day to day office life being an administration assistant, attending meetings, inputting data and writing reports. Work experience helped me prepare for work life and also mature as a person. It helped me understand there is more than just a computer in an office but different departments which help contribute to make an office work." Kiran



What is the employer looking for?

When you're ready to apply for a job or apprenticeship it's important to make sure you've researched carefully what the job actually is and what is expected of you. Just a little extra time spent on your application could be the difference between getting an interview and missing out.



Employers like someone who...



Putting all of this advice into action will help you to secure a job and stay in it!

Employers like someone who...	What you can do
shows initiative	Get a part-time job or do some voluntary work.
takes care in what they do	Fill in your application form clearly, look smart at the interview and always be on time.
is keen and enthusiastic	When applying for a job, think carefully about how you put yourself across. Once you're working, always appear willing.
has employability or transferable skills	Think about something you've done at school or in your spare time that shows how you've used a skill. This could include giving presentations or playing a team sport.
is adaptable	Show examples of how you've adapted to change, such as leaving school. Make it clear that you're willing to learn new skills.
can work well in a team	Use examples from school or out-of-school to show how you can get on with others.
is reliable	Once you've got a job or apprenticeship place turn up on time every day. Ring into work if you're unwell (but not just a sore throat) to let them know you won't be coming in.



Pathways into work

Preparing for your next step

As well as searching for work through the usual routes there are a number of local websites and events which can help to give you information, build your confidence, develop your skills and put you in touch with employers, colleges or sixth forms:

icanbea... a website designed to educate you in the massive spectrum of opportunities we have in Suffolk and Norfolk. Provides Information about all the most important industries in the East as well as a direct link with the key companies in them! **icanbea...**
www.icanbea.org.uk

The Source Suffolk's careers information and advice website has lots of information on apprenticeships and traineeships, work experience, further study and loads of other information and advice to help you make the choice that's right for you. Go to www.thesource.me.uk



The Suffolk Skills and Careers Show is the largest employer-led skills and careers event in the area. Taking place in October each year, it's an opportunity to meet with employers, colleges, higher education and apprenticeship providers from across Suffolk.



Further education

If you want to continue learning in an education setting then sixth form, college or **sixth form college** could suit you provided they offer you the right subjects. You could choose academic qualifications such as A levels, applied general subjects such business or sector related T levels. Both **further education** or an **apprenticeship** could lead to higher education. For further information on your next move read 'Choices at 16+' in the My Learning section on www.thesource.me.uk.



Work experience and volunteering

A work placement is a great way to gain experience of the world of work and to learn new skills. Employers are especially keen on people who have got some sort of work experience and it could give you the edge at an interview. Your teacher or careers adviser can help. Your school should also be offering you the chance to meet employers or attend workplaces to help you understand a range of future opportunities.

Alternatively you could develop your skills and experience whilst studying by volunteering. There are lots of opportunities to choose from including the National Citizen Service. Check out the websites on the inside front cover of this guide.

There are around
28,000
UK apprenticeship
vacancies at any
one time.



T Levels

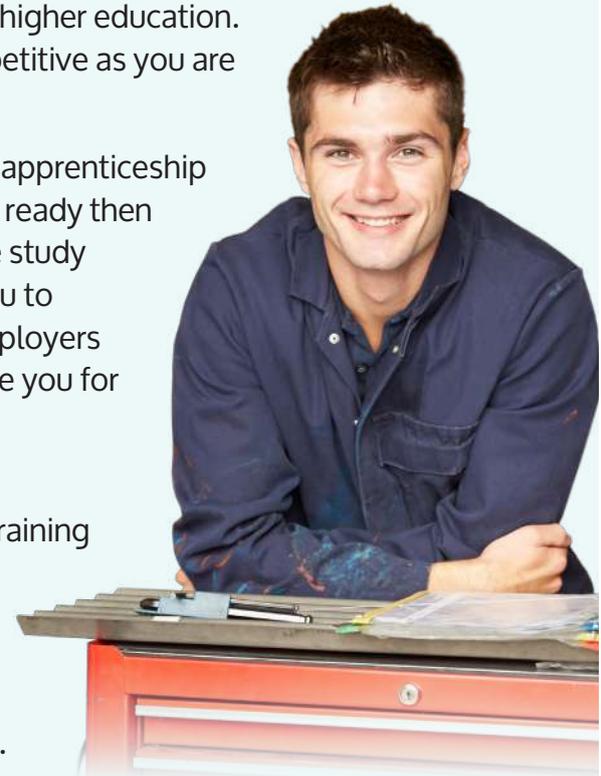
T Levels are new courses coming in September 2020, which will follow GCSEs and will be equivalent to 3 A Levels. T Levels will offer you a mixture of classroom learning and 'on-the-job' experience during an industry placement of at least 45 days. They will provide the knowledge and experience needed to open the door into skilled employment, further study or a higher apprenticeship. T levels will be available in 15 subject areas starting with Construction, Digital and Education in 2020. To find out more <https://www.tlevels.gov.uk/find>

Apprenticeships and Traineeships

Apprenticeships are for people of all ages and you can apply to start an apprenticeship at from 16. You can either continue to a higher or degree level apprenticeship, go straight into work or onto higher education. Remember they are competitive as you are applying for a real job.

If you like the sound of an apprenticeship but don't feel you're quite ready then a traineeship or a full-time study programme could help you to develop the skills that employers are looking for and prepare you for work or more training.

For information about apprenticeships or other training for work opportunities in Suffolk go to www.thesource.me.uk/jobsandcareers/apprenticeshipsinsuffolk.



Looking for work if you are disabled or have additional needs

Once you've completed your education you might need a little extra support to get you on the right track. Increasingly employers are appreciating people with different needs as they can bring some unique skills to the workplace.

Local Offer

Suffolk's Local Offer details the provision and support that is available across education, health and social care for young people in Suffolk who have special educational needs and disabilities (SEND). You will also find out special guide to help with your transition to Post 16 Education.

www.suffolklocaloffer.org.uk
https://search3.openobjects.com/mediamanager/suffolk/enterprise/files/send_16_transition_guide.pdf

Job Centre Plus

Your local Jobcentre can help you find a job or gain new skills and tell you about disability-friendly employers in your area. Every Jobcentre will have a Disability Employment Adviser (DEA) who can help you. They'll be able to help explain Access to Work, Residential Training and the Work Choice programmes and other practical support available – which could lead to your dream job!



Now that you've had a taste of what's happening in Suffolk, sign-up to icanbea... to get the latest careers info, news and live opportunities on your computer, phone or tablet

icanbea...

- Play the careers wizard for job suggestions
- See the latest work experience, apprenticeships, careers opportunities, videos and more!
- Sign Up to customise your experience
- Follow industries and organisations for alerts.



If you need help to understand this information in another language please call 03456 066 067.

Se precisar de ajuda para ler estas informações em outra língua, por favor telefone para o número abaixo. 03456 066 067

Portuguese

Jeigu jums reikia sios informacijos kita kalba, paskambinkite 03456 066 067

Lithuanian

Jeżeli potrzebujesz pomocy w zrozumieniu tych informacji w swoim języku zadzwoń na podany poniżej numer. 03456 066 067

Polish

Dacă aveți nevoie de ajutor pentru a înțelege această informație într-o altă limbă, vă rugăm să telefonați la numărul 03456 066 067

Romanian

এই লেখাটি যদি অন্য ভাষাতে বুঝতে চান তাহলে নিচের নম্বরে ফোন করুন 03456 066 067

Bengali

Если для того чтобы понять эту информацию Вам нужна помощь на другом языке, позвоните, пожалуйста, по телефону 03456 066 067

Russian

If you would like this information in another format, including audio or large print, please call **03456 066 067**.



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