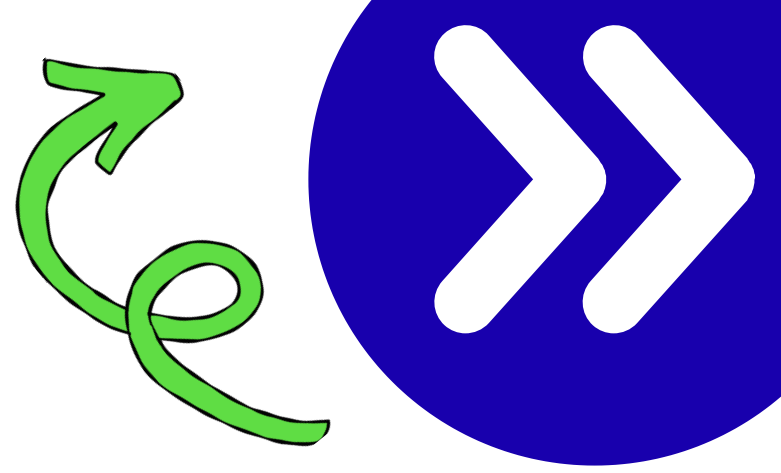


The background features a young woman with long brown hair, smiling and shaking hands with another person. The image is overlaid with various geometric shapes: a large blue circle with two white chevrons pointing right in the top left; several small blue and green triangles scattered throughout; a green squiggly arrow pointing up and to the right on the right side; and a large white circle with a blue arrow pointing up in the bottom right. The main title is centered over the woman's chest.

THE ESSENTIAL STEPS INTO WORK & TRAINING GUIDE

Ready to take the next step into
education, employment or training?
Explore the various options below.

CAREERS ADVICE AND GUIDANCE



The National Careers Service is the 'go to' site for up-to-date careers information and advice. Their skills assessment tool helps you to reflect on which career or job might be a good match.

The following sites also have a lot of useful information on careers and apprenticeships:

Barclays Lifeskills

BBC Bitesize

GetMyFirstJob | Find Your First Job or Apprenticeship

icould - Career ideas and information for your future

LMI For All

Prospects | Job & Course Search | Career & University Advice

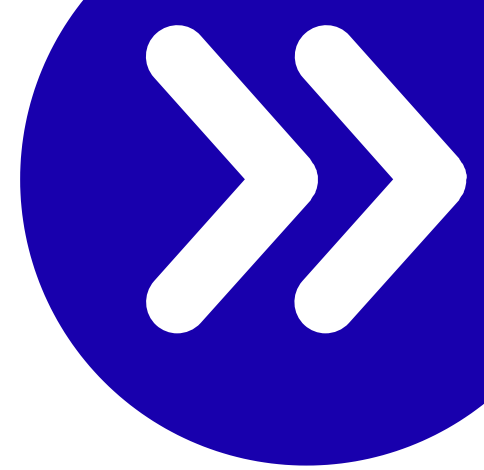
Skills for Careers

WorldSkills UK

Youth Employment UK



WORK AND APPRENTICESHIP TRAINING



An apprenticeship is a real job with an employer where you will work, earn a salary and gain valuable and practical experience while studying part-time.

The government [Find an Apprenticeship](#) website has everything you need to know about apprenticeships, and you can register for vacancy alerts. [Amazing Apprenticeships](#) also includes a lot of useful information and guides. The Dorset and Somerset Training Provider Network '[Your Future. Sorted](#)' directory is a useful guide to local Training Providers offering apprenticeships.

The search for apprenticeship placements can be competitive, so it is also worth using popular job search sites to look for opportunities such as:

[CV Library](#)

[Find a job - GOV.UK](#),

[Indeed](#)

[Jobs and careers with BCP Council](#)

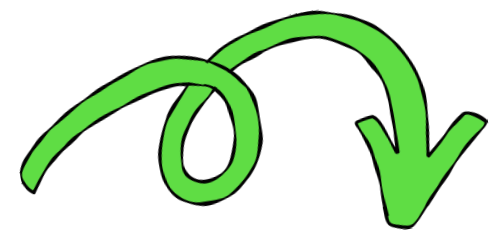
[Jobsite UK](#)

[LinkedIn](#)

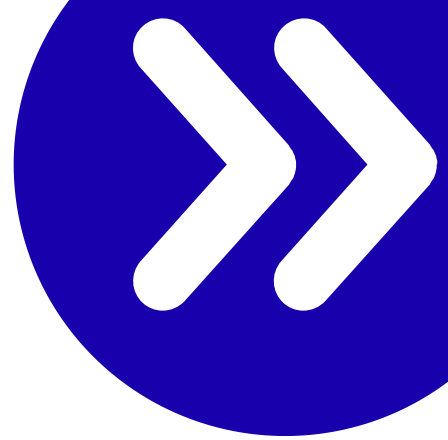
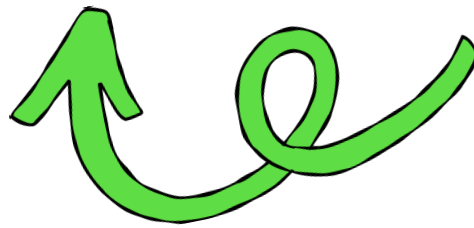
[Monster.co.uk](#)

[Reed.co.uk](#)

[The King's Trust](#)



JOB HUNTING



Looking for a job can take time, and you won't always hear back from employers if your application is unsuccessful. However, it's important to stay positive and recognise the skills that you have and the skills that employers are looking for.

Doing a skills health check may help you decide the type of job that suits you best, as well as show you the skills you could improve.

CVs, Cover Letters & Applications

A CV allows you to summarise your education, skills and relevant work experience enabling you to sell your abilities to potential employers. Alongside your CV, employers may also ask for a cover letter.



The National Careers Service has some good tips for writing CVs and cover letters as does Youth Employment UK and Prospects.

Using Social Media

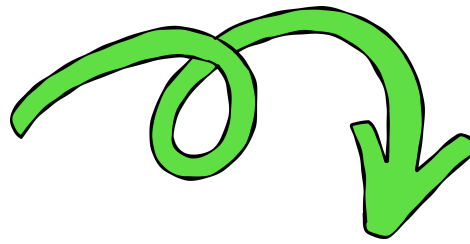
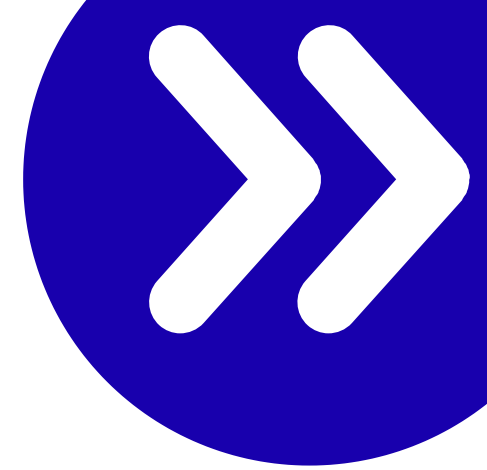
Searching for jobs on social media allows you to find hidden job opportunities, network directly with recruiters, and build a professional brand, particularly on LinkedIn and Instagram.



How to use LinkedIn

How to use social media to find a job | [Prospects.ac.uk](https://prospects.ac.uk)

LOCAL EMPLOYABILITY PROGRAMMES



There are some local free employability programmes to help build confidence and skills for job hunting. These programmes often last between 2 to 12 weeks on average.

[BCHA Learn Skills Courses](#) | [BCHA](#) (18/19+) including short courses in Essential Work Skills, Horticulture and Digital Discovery.

[COAST - Supported Employment](#) - supports individuals who have a long-term health condition or a disability to gain and/or sustain work.

[Connect to Work](#) – A Government program providing support to people with disabilities and long-term health conditions to find and keep jobs.

[Faithworks](#) – Training in DIY, Carpentry and Barista Skills.

[Job Ready Programmes](#) | [Adults](#) | [Bournemouth & Poole College](#)

[Residents Events and Workshops](#) | [Digital Skills Hub](#) - Free events.

[Skills Bootcamps](#) | [Skills for Careers](#) (19+) Courses to help develop skills employers require, e.g. digital, health and social care etc.

[Skills & Learning ACE](#) | [Adult Learning & Education Courses](#)

[Spear Training](#) - supporting people with employability aged 16-24.

[Steps2wellbeing Employment Advice](#) – Advice and support.

BCP Council also offers local drop-in sessions at Youth Access points in Poole, Muscliffe and Christchurch Family Hub. Visit the BCP website for further advice and information [Home - UP in BCP](#) and see promotional posters below.



LOCAL EMPLOYABILITY PROGRAMMES

The Mason Foundation work with neurodivergent young people, but any young person is welcome to apply: [Register interest here](#). Places are limited.

October /
November
2026

PROPEL - YOUR * NEXT STEP STARTS HERE

The Propel Programme – Your Next Step Starts Here

A free, inclusive, employability programme

Propel is a free 10-week programme for young people aged 16-18 who are not currently in education, employment or training. Aimed at young people living in the Bournemouth, Christchurch and Poole area, it combines one or two weekly workshops and industry-recognised qualifications to help you build confidence to be able to move into a job, training or further study.

What to expect

Our commitment to you

- Employability workshops, e.g. CV writing, job search, developing confidence
- Support tailored to you and your ambitions
- A clear path toward work, education or training

Qualifications you could gain

- Functional Skills in English and maths
- First Aid
- CSCS card (Construction Skills Certification Scheme)
- Food Hygiene

**SIGN UP
HERE**

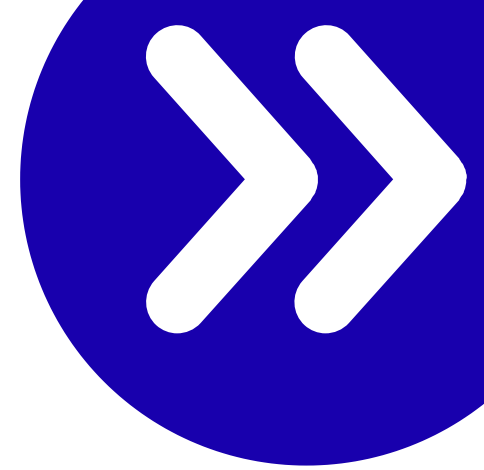
We'll be in touch with
next steps — info day
end of October



SCAN ME



FURTHER EDUCATION & QUALIFICATIONS



The Dorset and Somerset Training Provider Network 'Your Future. Sorted' directory is a useful guide to local schools and colleges offering education at post 16 level.

A-levels are the traditional academic pathway, but you can also study BTECs and T-levels (and V Levels from 2027), which are more hands-on, vocational qualifications for more practical learning.

There are also many options such as Functional Skills, Skills for Life or Entry Level awards for young people who might not have GCSEs. Many of these qualifications are offered by specialist schools and colleges for those young people with Education and Health Care Plans (EHCPs).

The 'What qualification levels mean' is a useful guide to qualification levels in England if you are unsure what pathway to follow.

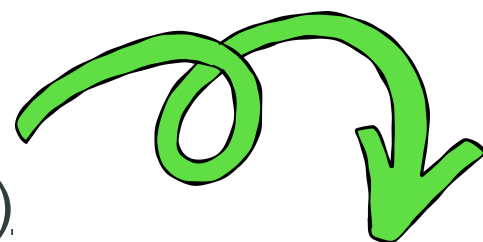
Local colleges and training providers often have courses starting at different stages throughout the year.

You might also want to check out Skills and Learning who run a range of courses locally.

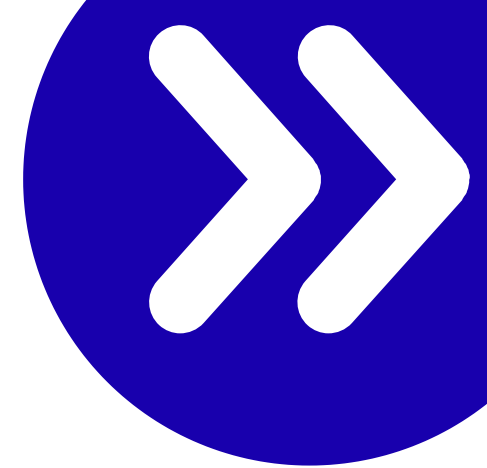
There are also many online courses, often at a cost, so it is important to check qualifications awarded, how the course is taught and whether the organisation might have some quality checks, e.g. is the quality of teaching quality assured by a recognised body or board?

These are some of the upcoming open events at local colleges:

- Bournemouth and Poole College
- Brockenhurst College
- Coastland College (Kingston Maurward)



VOLUNTEERING, ENTERPRISE AND MORE!



Volunteering & Work Experience

Volunteering can be a useful way to enhance a CV and develop some new skills. Community Action Network is a local organisation that can help people access a range of volunteering opportunities.

Enterprise & Entrepreneurship

Some young people start businesses or a 'side hustle' whilst studying or working. These organisations will provide useful advice and guidance:

BCP Council Business Support and Advice

Business Growth Dorset

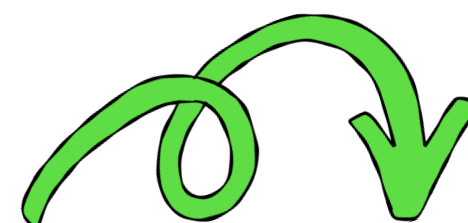
Dorset Business Mentors | Affordable Mentoring & Business Support

The King's Trust

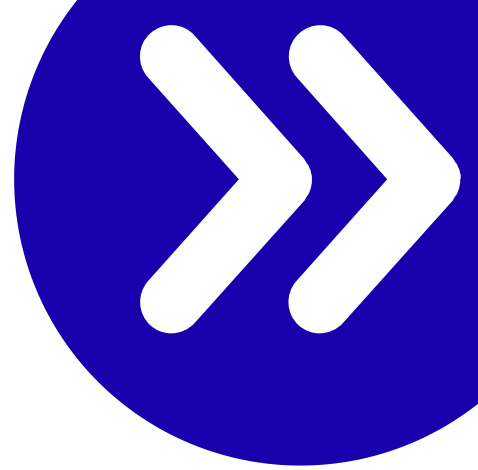
The Samee Project

Recruitment Agencies

You might want to explore registering with local Recruitment Agencies that advertise job vacancies. You can use Yell.com and Recruitment & Employment Confederation to find agencies but always check you are happy with terms and conditions before signing up.



SUPPORT FOR YOUNG PEOPLE WITH SEND



Many of the job search sites and resources already listed are inclusive and suitable for those people with Special Educational Needs and / or Disabilities (SEND), but the following provide tailored advice which might also be useful:

Careers with Disabilities is UK disability-friendly jobs board.

Disability jobsite supports disabled people on the pathway to work.

Disability Rights UK

Disabled Workers support for disabled people looking for work.

Evenbreak matches disabled jobseekers with suitable employers.

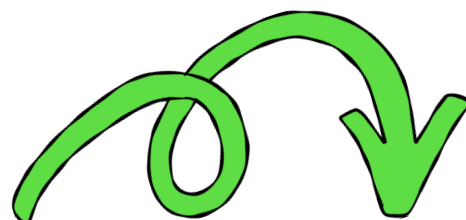
Jobs4 Disability

Mencap Finding Work Guides

Scope offers online and in-person job support services.

The King's Trust | Confidence, courses, careers

Work and disabled people - GOV.UK



SUPPORT FOR YOUNG PEOPLE WITH SEND



Local Agencies

COAST - Supported Employment - supports individuals who have a long term health condition or a disability to gain and/or sustain work.

Connect to Work – A UK Government-funded employment program providing support to help people with disabilities, long-term health conditions, or other significant barriers find and keep jobs.

SEND4 Supported employment & job coach agency in Dorset/Hampshire

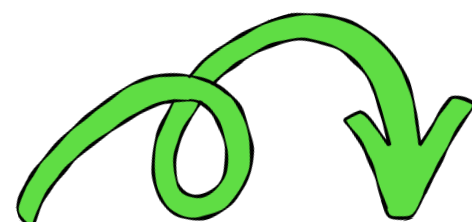
For young people with an EHCP, it is worth checking the BCP Local Offer page for details of local education and training.

Jobcentre Plus Support

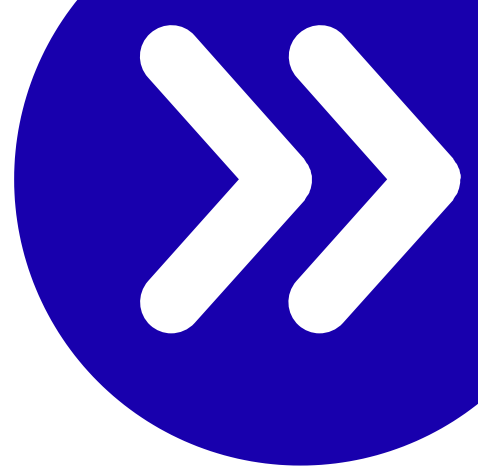
You can get help to find a job, from a work coach at your local Jobcentre. Find your nearest office on GOV.UK. See About Disability Employment Advisors on the Job Centre Guide website

The government's 'Access to Work' scheme can help pay for things like: costs of travelling to work if you cannot use public transport, support workers, a job coach or a travel buddy.

Look for disability friendly employers committed to the Disability Confident scheme promising to provide a fully inclusive and accessible recruitment process.



SUPPORT FOR YOUNG PEOPLE WITH SEND



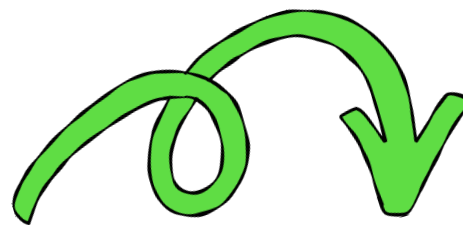
Supported Internships

Supported internships are structured, work-based study programmes for 16- to 24-year-olds with SEND, who have an EHCP. Most of your time will be spent on a work placement, with some education (e.g. maths, English and employability skills) supported by an expert job coach.

Supported interns have usually completed most of their education and are nearly ready to move into paid employment with a bit more support from job coaches.

Local employers and providers offer Supported Internships and this includes BCP Council, SWRAC, Amazon Poole, Employ My Ability and SAMEE.

Find out more on the [BCP Local Offer pages](#).



BCP YOUTH ACCESS POINTS - POOLE



DROP-IN

SUPPORT SESSION

For young people aged 11-19

Whether you're looking for practical advice, helpful information, or simply someone to listen, we're here to support you every step of the way.

Our goal is to provide a safe and welcoming space where you can find guidance, share your concerns, and feel understood. Whatever you need, we're committed to helping you navigate challenges and access the right resources

- ✓ Sexual Health & Relationships
- ✓ FREE Condoms with the C-Card Scheme
- ✓ Jobs & Training
- ✓ Personal Development and more...

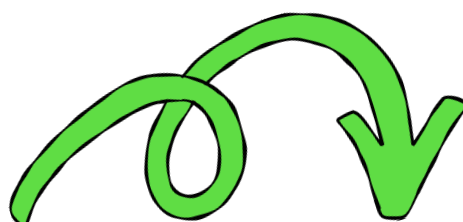
MONDAYS 1:00 - 5:00pm

Poole Youth Access Point
(18 Hill Street, BH15 1NR)

No appointment needed, just drop in!
Let's talk - Let's grow - Let's thrive



www.upinbcp.co.uk



BCP YOUTH ACCESS POINTS - MUSCLIFF



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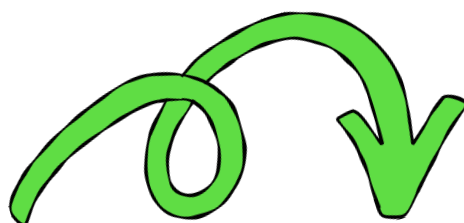
WEDNESDAY 2:00 - 6:00pm

Muscliff Youth Access Point
Shillingstone Drive, BH9 3LR

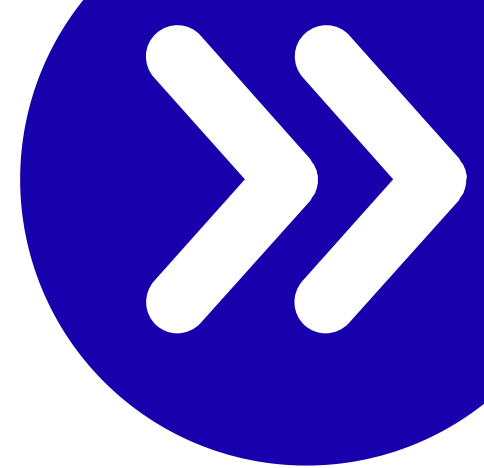
No appointment needed, just drop in!
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www.upinbcp.co.uk



BCP YOUTH ACCESS POINTS - MUSCLIFF



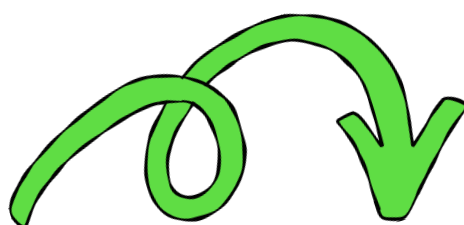
UP IN BCP

We're always looking for young people who want to learn new skills and gain experience in a real café setting, as well as adult volunteers to support them along the way.

Get hands-on experience in a real café while learning:

- Customer service and barista skills (16 hours)
- L2 Food Hygiene Certificate
- Confidence and teamwork
- Experience to support education, training or employment

Scan the QR code to find out more and sign up 



BCP YOUTH ACCESS POINTS - KINSON



KINSON & WEST HOWE FAMILY HUB

Bookable appointments available

Tuesdays at
Kinson & West Howe Family Hub
(Moore Avenue, BH11 8AU)

Family Hub
Bournemouth, Christchurch and Poole

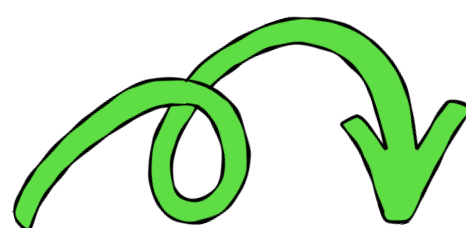
Information, Advice & Guidance
For young people aged 16-19

Get help with:

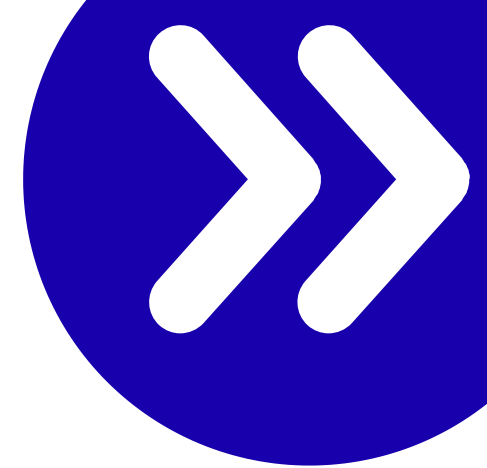
- CV Writing
- Job Hunting
- Application Forms
- Interview Skills
- Exploring your options for:
Education, Training,
Apprenticeships,
Employment,
Short Courses, and
Volunteering

Email kinsonandwesthowefamilyhub@bcpcouncil.gov.uk to
book your appointment

STEP UP



BCP YOUTH ACCESS POINTS - CHRISTCHURCH



📍 Draper Road. BH23 3AS 📞 01202 093500

Christchurch Family Hub

Youth Drop-in

Come along for free games, snacks, drinks, and a chance to chat with our youth workers.

How?

Simply turn up.
Friends are welcome too.

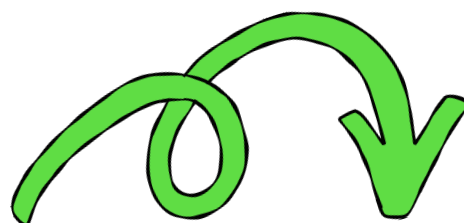
Why?

Get information, advice, and support on issues and interests important to young people.

Ages
13-18



Wednesdays 4-6pm
Starting 9 September



UP IN BCP JOBS LISTING



UP in BCP - the youth offer from BCP Council

UP IN BCP JOBS LISTING

29 July 2026

The **UP in BCP Jobs Listing** includes a variety of job opportunities, apprenticeships, and volunteering placements suitable for young people aged 12-19, or up to 25 if they have special educational needs or disabilities (SEND), living in the Bournemouth, Christchurch, and Poole.

Visit our website www.upinbcp.co.uk and follow our socials

scan the QR code for a digital copy



Visit Up in BCP to read the latest listing or join the Up in BCP Jobs List Facebook group





If you have any further questions,
please do not hesitate to contact us
at mynextsteps@bcpcouncil.gov.uk