

HELPING ADULTS PROGRESS THROUGH HIGHER LEVEL STUDY

A GUIDE FOR USERS



I want to get more qualifications

I want to get back to work

I want to change career

Funded by
universities
Free to
users



@LIFEPILOT4HE

LIFEPILOT@BATH.AC.UK

WHY USE LIFEPILOT?



- ❑ Lifepilot is a FREE careers website for any adult who wants to get back into education at any level, for career change, progression/promotion or to learn for personal interest.
- ❑ Lifepilot will show you how to get started and what you can do next, including the many ways to progress onto higher education.
- ❑ This guide will help you understand what Lifepilot offers, how to find your way around and show you some of the key tools that will help you.



WHAT IS HIGHER LEVEL STUDY?



Higher education means any study from Level 4 (which is equivalent to the first year of a university course) upwards – this can include [a range of degrees, work-related courses and even postgraduate qualifications](#).

You can start at any level on your routes to higher level study – see below.

Qualifications

Click the 'Choices' buttons in the page to add items to your Career Tools

	General academic	Vocationally-related	Work-based Learning
Higher level study	LEVEL 8 Doctorate <input type="button" value="+"/>	BTEC Professional Qualifications, City and Guilds, OCR, etc. <input type="button" value="+"/>	NVQ Level 5 <input type="button" value="+"/>
	LEVEL 7 Masters, post graduate Diploma, post graduate Certificate <input type="button" value="+"/>	BTEC Professional Qualifications, City and Guilds, OCR, etc. <input type="button" value="+"/>	Higher Apprenticeship <input type="button" value="+"/> NVQ Level 5 <input type="button" value="+"/>
	LEVEL 6 3rd Year Honours Degree <input type="button" value="+"/> Top up year to Honours Degree from a Foundation Degree/HNC/HND <input type="button" value="+"/>	BTEC Professional Qualification, City and Guilds, OCR, etc. <input type="button" value="+"/>	3rd Year Degree Apprenticeship <input type="button" value="+"/> Higher Apprenticeship <input type="button" value="+"/> NVQ Level 4 <input type="button" value="+"/>
	LEVEL 5 2nd Year Honours Degree <input type="button" value="+"/>	BTEC Higher National Diploma [HND] offered by colleges <input type="button" value="+"/> Foundation Degree Year 2 <input type="button" value="+"/> HNDs <input type="button" value="+"/>	2nd Year Degree Apprenticeship <input type="button" value="+"/> Higher Apprenticeship <input type="button" value="+"/> NVQ Level 4 <input type="button" value="+"/>
	LEVEL 4 1st Year Honours Degree <input type="button" value="+"/>	BTEC Higher National Certificate [HNC] Offered by FE Colleges <input type="button" value="+"/> Foundation Degree Year 1 <input type="button" value="+"/> HNCs <input type="button" value="+"/>	1st Year Degree Apprenticeship <input type="button" value="+"/> Higher Apprenticeship <input type="button" value="+"/> NVQ Level 4 <input type="button" value="+"/>
	LEVEL 3 A and AS Levels <input type="button" value="+"/> Open University Access Modules <input type="button" value="+"/>	Applied General Qualifications <input type="button" value="+"/> Vocational / Tech Level Qualifications- Level 3 BTEC, City and Guilds, Diploma <input type="button" value="+"/>	Advanced Apprenticeship <input type="button" value="+"/> NVQ Level 3 <input type="button" value="+"/>
	LEVEL 2 GCSE Grades 4- 9 <input type="button" value="+"/> Maths/English/IT Functional Skills courses <input type="button" value="+"/>	Vocational qualifications – eg Level 2 - BTEC Certificate/ Diploma, OCR/ City and Guilds <input type="button" value="+"/>	Intermediate Apprenticeship <input type="button" value="+"/> NVQ Level 2 <input type="button" value="+"/>
	LEVEL 1 GCSE Grades 1- 3 <input type="button" value="+"/> Maths/English/IT Functional Skills courses <input type="button" value="+"/>	Vocational qualifications – eg Level 1 - BTEC Certificate/ Diploma, OCR/ City and Guilds <input type="button" value="+"/>	NVQ Level 1 <input type="button" value="+"/>

WHERE TO START



THINK ABOUT

WHAT



WHY











HOW



Go to life-pilot.co.uk

Choose a pathway into Lifepilot that best suits you and get the info/advice you need to get going.

 <p>I am looking for retraining after Covid</p>	 <p>I don't have many qualifications</p>	 <p>I am interested in an apprenticeship</p>
 <p>I want a job/career change</p>	 <p>I want to get back into work after childcare/unemployment</p>	 <p>I want to do a course that prepares me for a degree</p>
 <p>I am ready to do a degree what next?</p>	 <p>I am an Access to HE student</p>	<p>Not sure where to start? Use our resource finder</p>

Not sure?
Start here and answer a few questions about what you want and we will give you a summary of the parts of the site you might find most useful.

life-pilot.co.uk

FINDING YOUR WAY AROUND



Popular Tools on
blue bar

Register and access
the Career Tools

The screenshot shows the Lifepilot website interface. At the top, there is a navigation bar with the Lifepilot logo, a search bar, and links for Sign In and Register. Below the navigation bar is a horizontal menu with categories: Information, Job sectors, Courses, Providers, Qualifications, Real stories, and Improve your skills. A language selection dropdown is also present. The main heading reads "Helping adults progress to higher level study". Below this is a grid of nine cards, each featuring a person's photo and a text prompt. A "View your full report" button is located in the "CAREER TOOLS" sidebar on the right.

Information - Job sectors Courses Providers Qualifications Real stories Improve your skills Select Language

Helping adults progress to higher level study

- I am looking for retraining after Covid
- I don't have many qualifications
- I am interested in an apprenticeship
- I want a job/career change
- I want to get back into work after childcare/unemployment
- I want to do a course that prepares me for a degree
- I am ready to do a degree what next?
- I am an Access to HE student
- Not sure where to start? Use our resource finder

CAREER TOOLS

- Higher Skills Map
- My Qualifications
- My Job Sectors
- My Providers
- My Courses
- My Resources
- My to-do list
- View your full report

See your report

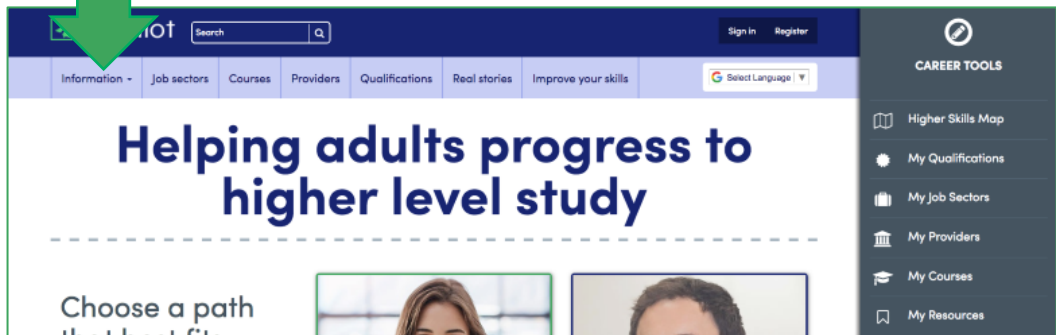
Choose your
starting point

Quiz – not sure
where to start? Get
ideas

life-pilot.co.uk



Information



Information and advice on a range of topics that will help adults decide the best route for them

General info

- > [Getting started](#)
- > [Benefits of study](#)
- > [Money matters](#)
- > [Using your experience](#)
- > [Using your qualifications](#)
- > [What, where, how to study](#)
- > [Applying](#)
- > [Being a student](#)
- > [Help and support](#)

Your needs

- > [Starting with few qualifications](#)
- > [Get or move on from an apprenticeship](#)
- > [Changing job or career](#)
- > [Getting back to work](#)
- > [Getting ready to do a degree](#)
- > [Ready to do a degree](#)
- > [Access to HE Student](#)
- > [Retraining after Covid](#)

BUILDING YOUR REPORT



Add this to My Resources

When you see a + add to your Career Tools to build your report

Find a course or apprenticeship

> Degree courses > Apprenticeships

< Back to search results

Primary Education with Qualified Teacher Status BA

Cardiff Metropolitan University

+ Add this to My Courses

Study mode:
Full-time

Qualification:
BA

Length:
3 years

Foundation year: ?
No

Year abroad:
No

Animal

Swap to Agriculture or Environment or go back to all job sectors

> What's this about? > Job profiles > Getting in > Useful links

Business development manager

Business development managers find new customers, and persuade existing ones to buy extra services.

ANNUAL SALARY
£25,000 to £60,000

WORKING HOURS
38 to 40 a week
You could work evenings, offloading events or appointments

FUTURE EMPLOYMENT
There will be 4% more Business development manager jobs in 2025. In your local area

4

+ Add this to My Job Sectors

View and download full report

CAREER TOOLS

Higher Skills Map

My Qualifications

My Job Sectors

My Providers

My Courses

My Resources

My to-do list

View your full report

July 2021

Date created: 15/07/2021

Download your report

Qualification Choices

Level 1 : Maths/English/IT Functional Skills courses (Done this)

Level 2 : Maths/English/IT Functional Skills courses (Doing this)

Level 3 : Advanced Apprenticeship (Considering this)

Level 3 : Open University Access Modules (Done this)

Job Sector Choices

Animal, agriculture & environment

Agriculture (Definitely interested in this)

Animal (Definitely interested in this)

Art & design

Design (Exploring this)

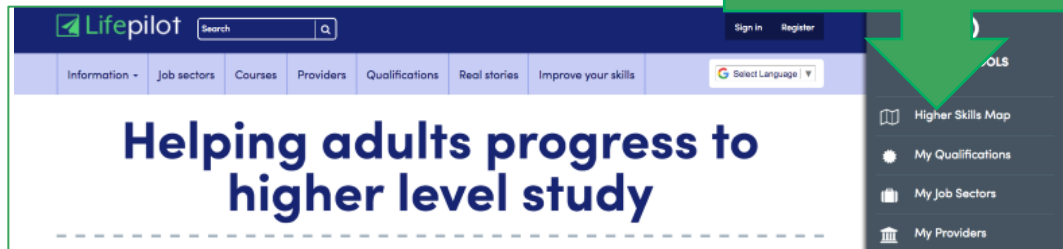
Job profiles viewed

Agricultural contractor Agricultural engineer Antique dealer Architect Art gallery curator Business development manager

Business project manager



Higher Skill Map
(you will need to sign in to use)



The Higher Skills Map is a great place to begin your journey on Lifepilot.

Find out what skills you have already gained from life, learning and work. Use your examples when you are ready to apply. All the skills are those wanted by employers and universities.

1. Register on Lifepilot or sign in;
2. Answer questions about what you have done in your life, learning and work;
3. See what skills you already have and see all your examples on your profile;
4. Add other examples;
5. Think of the course/job you want to apply for and the skills you most need to talk about;
6. See all your examples of these skills.

Activities Skills bank Courses & jobs

Add more examples of things you have done and the skills you have used to your Skills Bank. Use your Skills Bank when writing your Personal Statement, applying for courses and jobs.

My experiences

I have performed a specific role at a high level with limited supervision.
Added by Lifepilot 3 months ago | Delete

SKILLS YOU'VE USED Initiative Leadership Organisation Strategic

I have managed budgets, accounts or finances.
Added by Lifepilot 3 months ago | Delete

SKILLS YOU'VE USED Mathematical

I have planned work for others to meet their skills and abilities.
Added by Lifepilot 3 months ago | Delete

SKILLS YOU'VE USED Evaluation Investigation Leadership Teamwork

Add your own examples to your Skills bank
+ Add example or retake the quiz.

Skills bank

Skills	% Match	Quiz	Added
Evaluation	57%	4	0
Initiative	57%	4	0
Leadership	57%	4	0
Organisation	57%	4	0
Communication	43%	3	0
Mathematical	43%	3	0
Investigation	43%	3	0
Strategic	43%	3	0
Personal Development	29%	2	0
Problem-solving	29%	2	0



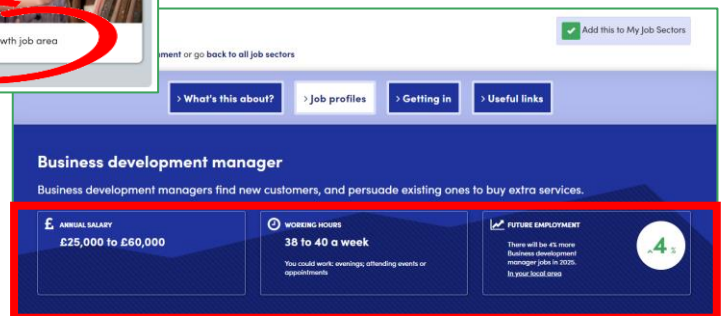
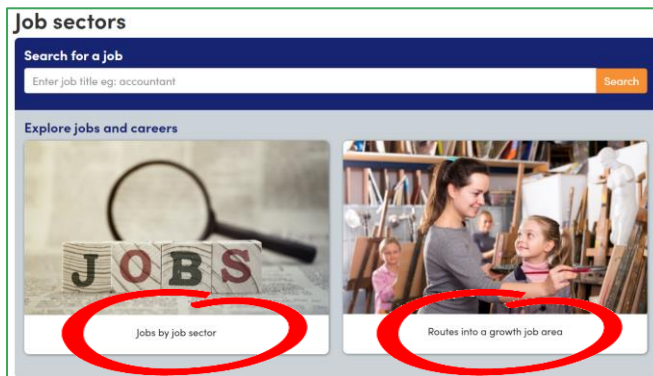
What is LABOUR MARKET INFORMATION?

Labour Market Information, or LMI for short, is data and research about the predicted current and future job market and the skills that will be needed to make sure the economy is healthy.

Lifepilot has National and Local Labour Market Information, you can also look at other websites for your [Local Authority](#) or [Local Enterprise Partnership](#).

Labour Market Information on Lifepilot:

- Look at the [job profiles](#) to see if that job is growing
- In the '[Routes into a Growth Sector](#)' see what sectors are growing and routes into them.
- In '[Retraining after Covid](#)' see what local support might be available to you and for what sectors.



Other websites with LMI

www.lmiforall.org.uk

www.ons.gov.uk

www.ukdataservice.ac.uk

www.lepnetwork.net

www.payscale.com

www.cipd.co.uk



CAREER TOOLS – Other Career Tools



CAREER TOOLS

- Higher Skills Map
- My Qualifications
- My Job Sectors
- My Providers
- My Courses
- My Resources
- My to-do list

View your full report

Qualifications

Click the 'Choose' buttons + in the page to add items to your Career Tools

	General academic	Vocationaly-related	Work-based Learning
LEVEL 8	Doctorate	BTEC Professional Qualifications, City and Guilds, OCR, etc.	NVQ Level 5
LEVEL 7	Masters, post-graduate Diploma, post-graduate Certificate	BTEC Professional Qualifications, City and Guilds, OCR, etc.	Higher Apprenticeship NVQ Level 5
LEVEL 6	3rd Year Honours Degree Top up year to Honours Degree from a Foundation Degree (HNC/HND)	BTEC Professional Qualification, City and Guilds, OCR, etc.	3rd Year Degree Apprenticeship Higher Apprenticeship NVQ Level 4
LEVEL 5	2nd Year Honours Degree	BTEC Higher National Diploma (HND) offered by colleges Foundation Degree Year 2 HNDs	2nd Year Degree Apprenticeship Higher Apprenticeship
LEVEL 4	1st Year Honours Degree	BTEC Higher National Certificate (HNC) offered by FE Colleges Foundation Degree Year 1 HNCs	
LEVEL 3	A and AS Levels Open University Access Modules	Accred General Qualifications Vocational / Tech Level Qualification Level 3 BTEC, City and Guilds, etc.	
LEVEL 2	GCSE Grades 4-9 Maths/English/IT Functional Skills courses	Vocational qualifications - eg Level 2 - BTEC Certificate/ Diploma, OCR, City and Guilds	Intermediate Apprenticeship NVQ Level 2
LEVEL 1	GCSE Grades 1-3 Maths/English/IT Functional Skills courses	Vocational qualifications - eg Level 1 - BTEC Certificate/ Diploma, OCR, City and Guilds	NVQ Level 1
			Entry Level

Plot which **ones you have** and choose what next on the qualification ladder

Job sectors

Search for a job

Enter job title eg: accountant

Explore jobs and careers

Jobs by job sector

Routes into a growth job area

Look for routes into jobs and the sectors that are growing

Search for degrees or apprenticeships

SEARCH BY TOWN / POSTCODE

Enter town, city or postcode... Search

JUMP TO PROVIDER

Select a provider

FILTER BY PROVIDER TYPE

Universities

Further Education Colleges

Other Training Organisations

I want to study outside the South West

SHOW ME INSTITUTIONS OFFERING:

Work based training Higher level courses

Look for providers near you and see what they offer

Search for degree courses

Enter subject or keyword

Enter a course subject or keyword

...or choose a subject area

must be completed.

Enter a postcode or town (optional) Distance (optional)

Enter a postcode or town Select a distance

Search courses

IMPROVE YOUR SKILLS



You've explored Lifepilot and have an idea of a course, apprenticeship, degree you like the look of – or have a place on.

You could get ahead by developing your knowledge of the subject through a free online course or by completing some of the 'Improve your Skills' activities on Lifepilot.

Free online courses

What you will learn on this page:

[FutureLearn](#)



[Coursera and edX](#)



[Short courses to develop skills that will be useful in a job](#)



Fancy trying a FREE online course?

MOOCs (Massive Open Online Courses) are designed by universities to bring short learning opportunities to large numbers of people, worldwide. Courses are usually accessible on mobile, tablet and desktop. You do not need qualifications to start a MOOC. Many courses are free or available for a small fee.

Most MOOCs do not usually offer formal qualifications, although some do offer certification - if you pay a small fee. Whether you get a certificate or not, the knowledge gained from doing one could prepare you for a higher education level course or help you choose a subject. Alternatively, you can take a MOOC just for the pleasure of trying something new or to develop an area of interest.

[FutureLearn](#)

Improve your skills

The skills activities will help you develop or practice some of the skills needed for study at a higher education level. When you get on a course your institution will also help you develop these skills.

Get Writing & Reading!

[Planning your writing](#)

[How to be a good reader](#)

[Get Reading - Active reading](#)

[Get Writing! Be creative](#)

[Get Writing! Essays & reports](#)

[What is good writing?](#)

[Get Writing! Writing what you know](#)

Get Maths & Science!

[Maths for Science & Technology](#)

[Introduction to graphs](#)

[Presenting information](#)

Get Studying!

[Get Thinking!](#)

[Taking notes](#)

[Learning online](#)

Get Skilled!

[Working with others](#)

[Problem solving](#)

[Interpersonal skills](#)

Try This - Using tables

What you will learn on this page:

[Reading a table](#)



[Study Table 1 below carefully and then answer the following questions.](#)



Reading a table

Tables are a common way of presenting information. We use tables to display key information, usually numbers. Tables can form a summary of information, or they may be a starting point for a discussion.

Tables can look quite formidable when a lot of information is presented all at once and finding your way around one can be difficult. So how do you interpret a table?

The Sciences Good Study Guide (Northedge et al., 1997) advises that you should ask yourself these questions:

- What is the table about? The title of the table should tell you what it is about.
- Where has the information come from? The source of the information should be stated.
- What do the rows and columns represent? The labels for the rows and columns should tell you what they represent.
- What do you want to know? This will depend on your reasons for reading the table. You may want to look up a single piece of information, or you may be looking for overall patterns.
- What are you expected to remember? Tables often contain a great deal of information. You may not need to remember any of it. Usually, it's the overall trends that are important.

USEFUL REAL STORIES



Hear from other adults about what choices they made and listen to their advice through the 100s of videos in the 'Real Stories' section.

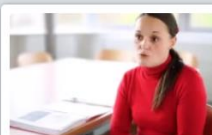
Real stories

By qualification

- Access to Higher Education
- Apprenticeships
- Foundation Degrees
- Foundation Year
- Higher Education videos
- Honours Degrees
- Post Graduate Degrees
- Progression to HE from Apprenticeships

By vocation

All stories



From mum to biology degree through a Foundation Year
Duration: 4:08 mins



David McGoran
animatronics
From puppeteer to robotics specialist through an Access Course
Duration: 4:53 mins



Getting back into higher education after children
Duration: 2:38 mins



Managing childcare and



You are never too old to learn



What's it like studying on a

USEFUL LINKS – life-pilot.co.uk

National Careers Service

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

LMIforAll

<https://www.lmiforall.org.uk>

LEP Network

<https://www.lepnetwork.net/>

UCAS

<https://www.ucas.com>

PROSPECTS

<https://www.prospects.ac.uk/>

Job CentrePlus

<https://find-your-nearest-jobcentre.dwp.gov.uk>

Job Help

<https://jobhelp.campaign.gov.uk/>

The Complete UniversityGuide

<https://www.thecompleteuniversityguide.co.uk/>

FutureLearn

<https://www.futurelearn.com/courses>

NHSCareers <https://www.healthcareers.nhs.uk/>

Office for Students

<https://www.officeforstudents.org.uk/>

The Learning and Work Institute

<https://learningandwork.org.uk/>

The Western Vocational Progression Consortium (WVPC) is a consortium of universities and colleges in the SW and SE, it aims to increase the progression of adults to higher level study through providing online, impartial information, tools and support to help adults make informed decisions and take the first step.

Universities provide joint funding through a subscription model. The WVPC is hosted at the University of Bath.

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