

# **Information Sources**

**A guide to useful websites  
and other resources  
2011/12**

# Information sources

This booklet outlines sources of good quality information to support you in your work with young people.

It provides a listing of recommended websites, details of leaflets and software currently available in public access centres in localities and suggestions of how to keep up to date.

## Why is information important?

Access to good quality information is important, supporting your work with young people and enabling them to make informed choices about their future.

The Quality Standards for Young People's Information, Advice and Guidance (IAG) state that young people should have access to:

'Accurate, up-to-date and objective information about personal and lifestyle issues, learning and career opportunities, progression routes, choices, where to find help and advice and how to access it.

Good quality IAG is important as it supports young people's personal development, achievement and career progression. It helps them make successful transitions through learning and into work.'



# What does good quality information look like?

Finding information is easy; the internet, books, software, colleagues and newsletters are all good sources. However, being able to trust and rely on what we're using is also essential.

## Good quality information should be:

### Up to date

- no more than two years old, or if printed at least the latest edition

### Impartial

- independent, balanced and reliable

### Accurate

- factually correct

### Valid

- from a recognised source or recommended by a professional source

### Clear

- well presented and at an appropriate language level

### Appropriate

- produced with young people in mind



# Where to find information:

## Online

- there is a wealth of information online and you can usually find relevant details. However, it is important to ensure that your source is reliable, accurate, impartial - can you trust it? Recommended websites are listed in this booklet.

## Published resources

- all public access centres in localities have a range of resources. These provide information on careers, work, training and lifestyle issues. Information comes in a variety of formats - books, magazines, leaflets, posters.

The listing in this booklet describes the minimum paper contents that all public access centres in localities and schools & colleges should hold as of March 2011.

## Software

- there are currently licences for guidance software. These provide access to up to date information on careers, work & training and lifestyle issues. Information on the programmes available and how to access them are listed in this booklet.

## Social media

- facebook, twitter etc - used by many young people to gain information. These can be immediate, quick ways to keep up to date, communicate with others and share information. However, it is important to be sure that information is reliable and accurate.

# Local information

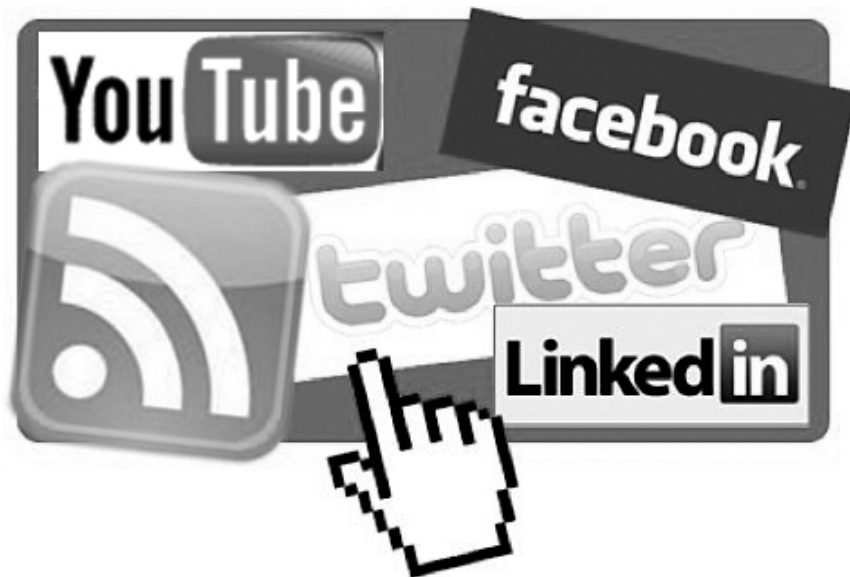
Information on local contacts and agencies are not listed in this booklet, however many are listed on Youthoria in the relevant sections.

# Keeping up to date

It is vital that the information you rely on is up to date. Information changes, for example, there may be new qualifications available, changes to entry requirements for jobs, training or courses, changes to financial support for study, new contact details or sources of support.

Along with locality meetings, colleagues and the IYSS newsletter, here are some other ways to keep up to date:

- Register for newsletters / updates on websites you find useful
- Sign up for news feeds on useful websites
- Social media - up to the minute, instantaneous updates, for example you can watch information on YouTube, keep up to date via facebook or follow specific organisations or people via twitter. For example you could follow CYPNow, NYA or the Department for Education.



# Information Classification System

The CRCI (Connexions Resource Centre Index) is the classification system used in most Connexions/careers information libraries.

## The resource area is broken down into two main sections:

### General information

Covers course and educational choices, health, money, relationships, free time, rights and the law, travel and transport and work and training.

### Occupational section

Broken down into 23 occupational areas, covering the main job families.

<b>Basic resources</b>	
<b>General Information</b>	
Title	Brief outline
<b>Choices</b>	
Choosing your GCSEs or equivalent	Information on Year 9 option choice
Choosing Your A levels or equivalent	Information on post -16 choices
If I Were Plus! / On the Spot	Occupational information for young people with learning disabilities
Jobfile / Careers	General information on many different careers
What Do Graduates Do?	Graduate career choices
<b>Education</b>	
Local post-16 prospectuses	Information available on <a href="http://www.cambscoursefinder.com">www.cambscoursefinder.com</a>
Heap - Degree Course Offers	Entry requirements for HE
Skill - Into Higher Education: for students with disabilities	HE information from Skill

<b>Freetime</b>	
Online resources	See website list
<b>Health</b>	
You may not know you have it - NHS Chlamydia Screening Leaflet (free)	Cambridgeshire Community Services
Tackle Safety (free)	Child Victims of Crime
Frank: The Truth About Drugs - Know the Score (free)	Department of Health
Young People's Service (free)	Drinksense
Sexual Health Cambs Card (free)	Health Promotion Resources
No Chance, Get Lucky (free)	NHS Smokefree
Smokefree Health/Wealth Wheel (free)	NHS Smokefree
Beat Exam Stress (PDF free)	NSPCC
<b>Housing</b>	
Know your rights card (free)	Shelter
<b>Law, your rights and citizenship</b>	
www.lawstuff.org.uk cards	Children's Legal Centre
<b>Money</b>	
Online resources	See website list
<b>Relationships</b>	
Worried? Need to Talk? (PDF free)	NSPCC
<b>Travel and transport</b>	
Online resources	See website list
<b>Work and training</b>	
Online resources	See website list

# Useful Websites

<b>Gateway sites</b>	
<a href="http://www.youthoria.org">www.youthoria.org</a>	Wide range of information & links, includes Find a Job, C-Card and Things to do search
<a href="http://www.direct.gov.uk">www.direct.gov.uk</a>	Government site - information on qualifications, money, finance for learning, employment law, vacancies and benefits.
<a href="http://www.nya.org.uk/youthinformation.com">www.nya.org.uk/youthinformation.com</a>	National Youth Agency
<a href="http://www.adviceguide.org.uk">www.adviceguide.org.uk</a>	Citizens Advice Bureau
<a href="http://www.nhsdirect.nhs.uk">www.nhsdirect.nhs.uk</a>	Health information
<a href="http://www.thesite.org.uk">www.thesite.org.uk</a>	Young people friendly information on a variety of topics
<b>Education and choices</b>	
<a href="http://www.cambscoursefinder.com">www.cambscoursefinder.com</a>	Local post-16 courses and training opportunities
<b>Higher Education</b>	
<a href="http://www.ucas.com">www.ucas.com</a>	For higher education course information and applications
<a href="http://www.prospects.ac.uk">www.prospects.ac.uk</a>	UK's official graduate careers website
<a href="http://www.notgoingtouni.com">www.notgoingtouni.com</a>	Alternative options to higher education
<b>Free Time</b>	
<a href="http://www.cambridgeshire.net">www.cambridgeshire.net</a>	Searchable database of local activities
<a href="http://www.do-it.org.uk">www.do-it.org.uk</a>	National searchable database of volunteering opportunities



<b>Health</b>	
<a href="http://www.teenagehealthfreak.org">www.teenagehealthfreak.org</a>	Information and online advice on health issues
<a href="http://www.childline.org.uk">www.childline.org.uk</a>	Childline - advice for young people, national helpline details
<a href="http://www.b-eat.co.uk">www.b-eat.co.uk</a>	Help on all aspects of eating disorders
<a href="http://www.talktofrank.com">www.talktofrank.com</a>	Information about the effects, risks and the law regarding specific drugs
<a href="http://www.youngminds.org.uk">www.youngminds.org.uk</a>	Support for young people with mental health issues
<a href="http://www.nhs.uk/worhtalkingabout">www.nhs.uk/worhtalkingabout</a>	Information and advice on love, sex and relationships
<a href="http://www.sexualhealthcambs.nhs.uk">www.sexualhealthcambs.nhs.uk</a>	Information and online booking for sexual health services for Cambridgeshire
<b>Housing</b>	
<a href="http://www.shelter.org.uk">www.shelter.org.uk</a>	Information on housing issues
<a href="http://www.adviceguide.org.uk">www.adviceguide.org.uk</a>	Information from the Citizens Advice Bureau
<b>Law and Your Rights</b>	
<a href="http://www.lawstuff.org.uk">www.lawstuff.org.uk</a>	Information for young people from the Children's Legal Centre
<a href="http://www.advicehub.org">www.advicehub.org</a>	Information from Citizens Advice Bureau in Cambridgeshire
<a href="http://www.advice4me.org.uk">www.advice4me.org.uk</a>	Information from Citizens Advice Bureau for under 25s
<b>Money</b>	
<a href="http://www.direct.gov.uk/youngpeople">www.direct.gov.uk/youngpeople</a>	Click on 'money' for information on tax, national insurance, budgeting etc
<a href="http://www.direct.gov.uk/moneytolearn">www.direct.gov.uk/moneytolearn</a>	Details of financial support for learning

<b>Relationships</b>	
<a href="http://www.rd4u.org.uk">www.rd4u.org.uk</a> (Cruse Bereavement Care)	Site for young people who have been bereaved
<a href="http://www.bullying.co.uk">www.bullying.co.uk</a>	Information and online advice for young people who may be being bullied.
<a href="http://www.childline.org.uk">www.childline.org.uk</a>	For confidential advice and information
<a href="http://www.kidscape.org.uk">www.kidscape.org.uk</a>	Support for young people who have been bullied
<a href="http://www.2byou.org.uk">www.2byou.org.uk</a>	Support for young people discovering their sexuality.
<a href="http://thisisabuse.direct.gov.uk">http://thisisabuse.direct.gov.uk</a>	Information about recognising abuse in relationships
<a href="http://www.thinkuknow.co.uk">www.thinkuknow.co.uk</a>	Helping young people stay safe online
<a href="http://www.ceop.police.uk">www.ceop.police.uk</a>	Internet safety advice from the Child Exploitation & Online Protection Centre
<b>Travel</b>	
<a href="http://www.cambridgeshire.gov.uk/transport/around/buses/">www.cambridgeshire.gov.uk/transport/around/buses/</a>	Cambridgeshire bus times
<a href="http://www.transportdirect.info">www.transportdirect.info</a>	Plan your journey by rail or bus
<b>Work and Training</b>	
<a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a>	Information and searchable database of Apprenticeship vacancies
<a href="http://www.cambscoursefinder.com">www.cambscoursefinder.com</a>	For details of local training providers
<a href="http://jobseekers.direct.gov.uk">http://jobseekers.direct.gov.uk</a>	Vacancies for those aged over 18
<a href="http://www.shell-livewire.org">www.shell-livewire.org</a>	Advice and information for young people thinking about self-employment
<a href="http://www.princes-trust.org.uk">www.princes-trust.org.uk</a>	Help for those starting a business
<a href="http://www.cambridgeshire.gov.uk">www.cambridgeshire.gov.uk</a>	Details of rules for under 16s who work - search on child employment

<b>Occupational Information</b>	
www.youthoria.org Go to 'work', 'choosing a career'	E-clips (www.eclips-online.co.uk) online leaflets featuring lots of different jobs and other relevant information. To access the site you will need to enter your school or public access centre postcode
www.careersbox.co.uk	Has short films which show young people at their place of work, talking about what they do
www.icould.com	View films from real people, in real jobs sharing their career stories
www.direct.gov.uk/nextstep	Includes job profiles and labour market information
<b>Professional Information</b>	
www.cegnet.co.uk	Information on education, advice and guidance developments - sign up for regular bulletins
www.cypnow.co.uk	News and updates on youth, education, health and more
www.nya.org.uk	Information on youth work policy, initiatives etc
www.rip.org.uk/	Research information, plus e-learning opportunities - contact Workforce Development Team for account details
www.lemosandcrane.co.uk	Research, good practice, websites on relevant topics - regular newsletter available

# Software

Software and online information is available in your public access centres and in local schools until March 2012.

<b>Kudos</b>	<p>Produces job suggestions based on a quiz. Quiz relates mainly to how much the user would enjoy particular aspects of work. Very young-person friendly.</p> <p>Accessed online at <a href="http://www.cascaid.co.uk/kudos">www.cascaid.co.uk/kudos</a> - you will need your office licence code to create an account.</p>
<b>Careerscape</b>	<p>Careers information package with large occupational database plus HE and general info.</p> <p>Accessed online at <a href="http://www.cascaid.co.uk/careerscape">www.cascaid.co.uk/careerscape</a> - you will need your office licence code to create an account.</p>
<b>E-Clips</b>	<p>450+ leaflets online, containing a wide range of careers and lifestyle information.</p> <p>Accessed online at <a href="http://www.eclips-online.co.uk">www.eclips-online.co.uk</a>. Your password is your public access centre postcode.</p>
<b>Job profiles</b>	<p>Free online job profiles including labour market information.</p> <p><a href="http://www.direct.gov.uk/nextstep">www.direct.gov.uk/nextstep</a></p>

# Suppliers

This list includes suppliers of publications mentioned in this booklet.

## **Cambridgeshire Community Services**

Cambridgeshire & Peterborough  
Chlamydia Screening Public Health  
The Oak Tree Centre  
1 Oak Tree Drive  
Huntingdon PE29 7HN  
01480 418666  
[www.cambscommunityservices.nhs.uk](http://www.cambscommunityservices.nhs.uk)

## **Child Victims of Crime**

01785 227325  
[www.cvoc.org.uk](http://www.cvoc.org.uk)

## **Children's Legal Centre**

University of Essex  
Wivenhoe Park  
Colchester  
CO4 3SQ  
01206 877910  
[clc@essex.ac.uk](mailto:clc@essex.ac.uk)  
[www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)

## **Department of Health**

Publications Orderline  
PO Box 777  
London  
SE1 6XH  
0300 1231002  
[www.orderline.dh.gov.uk](http://www.orderline.dh.gov.uk)

## **Health Promotion Resources**

Education Centre Library  
Hinchingbrooke Hospital  
Huntingdon  
PE29 6NT  
01480 636523  
[Health.Promotion@hinchingbrooke.nhs.uk](mailto:Health.Promotion@hinchingbrooke.nhs.uk)  
Items need to be collected

## **Kidscape**

2 Grosvenor Gardens  
London  
SW1W 0DH  
0207 7303300  
[www.kidscape.org.uk](http://www.kidscape.org.uk)

## **NHS Smokefree**

0800 0855076 (orderline)  
[www.nhs.uk/smokefree](http://www.nhs.uk/smokefree)

## **NSPCC**

Weston House  
42 Curtain Road  
London  
EC2A 3NH  
0207 4281074  
[www.nspcc.org.uk/inform](http://www.nspcc.org.uk/inform)

## **Shelter Publications**

Unit 13 City Forum  
250 City Road  
London  
EC1V 2PU  
0844 5152907  
[www.shelter.org.uk](http://www.shelter.org.uk)