



Careers Bulletin

Monday 13th December 2021

The Careers Department is open daily from 8.30am to 4pm. We are always happy to see students. To book an appointment please come in person to the office in the LRC. The Careers Bulletin will be emailed to all students weekly, so please look out for it as it includes important information.

A taste of success – Work experience

HSBC 2022 Work Experience placement opportunities will be going live week commencing 13th December and students will be able to view and apply via

[UK Work Experience Programme | HSBC Holdings plc](#)

Zoom webinars will all be free to attend and are safeguarding compliant. Please register in advance via the provided links. Spaces are limited, and will be allocated on a first come, first serve basis.

13th January at 5pm - 6pm - How to stand out?

Opportunity to get an understanding of what a CV should look like, hints & tips to help you stand out from the crowd. To register click [Webinar Registration - Zoom](#)

17th March at 6pm – 7pm - How to stand out?

Opportunity to get an understanding of what a CV should look like, hints & tips to help you stand out from the crowd. To register click [Webinar Registration - Zoom](#)



Applications are now being accepted for the Sutton Trust US Programme 2022

The [Sutton Trust US Programme](#) helps state school students in the UK to explore higher education and US culture. The programme includes UK-based residentials before all students get to visit US universities in the summer of 2022.

An optional part 2 of the programme supports students to apply to US universities alongside their UCAS options.

It is free to take part in the programme. All costs are covered for students including travel, accommodation, food and admissions test preparation.

To be eligible, students must:

Be in Year 12

Attend, and have always attended, a state-funded school or college (i.e. non fee-paying)

Not hold US citizenship

Be from a low or middle income family (generally a household earning £45,000 or less)

Be interested in US culture and higher education

Students must submit their application by midnight on **16 January 2022** to be considered for the programme.

[usprogramme2022 \(webportalapp.com\)](https://www.usprogramme2022.webportalapp.com)

Job Vacancy - Elf

Location: North Pole

Job Summary:

Design, development, construction, assembly and packaging of all Christmas toys.

Sorting through letters to Father Christmas from children

Checking and updating of naughty and nice list

Reindeer Care

Sleigh maintenance

Making of hot beverages and cookies for Father Christmas

Required Education, Training and Experience:

Certificate/Diploma in Toy Manufacturing from an accredited Elf institution.

Several hundred years' of related employment experience

Working Conditions:

Must be able to tolerate extreme cold weather

Positions are open to all non-elf applicants, however preference will be given to those with pointed ears.

To apply please email your letter of application to swi@woking.ac.uk

There is a prize for the best application and this is open to staff and students.



Psychology Taster event 12th January 2022

Birkbeck, University of London 2pm to 5pm

This event is for individuals interested in studying for an undergraduate degree in Psychology

We have an entry point for anyone who wants to study Psychology and ALL of our Psychology Bachelor of Science degrees are **British Psychological Society** accredited. You can even start on our unique Accelerated Foundation Year (+BSc) and still complete a BSc in 3 Years!

To attend this event, please register using the Eventbrite link below:

<https://www.eventbrite.co.uk/e/birkbeck-psychology-departmental-taster-event-tickets-217578893327?aff=ebdssbdestsearch>

Year 12 students - Northumbria University NU Entry.

NU Entry is a two-year scheme designed to support students in Year 12 on their journey to university. The first year of the programme focusses on supporting students' exploration of university choices, development of key skills for undergraduate study and application preparation. The second year of the programme continues the application support and is designed to support the transition to university. Students who complete the first year of NU Entry, will **earn 16 NU Entry points, which are equivalent to UCAS tariff points when applying to Northumbria University.**

In their first year students will complete any combination of 2 online webinars/activities or faculty events from our programme, attend our NU Entry conference on campus in July and complete a research essay on their chosen subject area of interest, to earn NU Entry points, which is fantastic experience to support personal statement writing. In the second year of sixth form/college students are then able to benefit from an optional programme of support throughout the year.

Interested students should head to our website [NU Entry \(northumbria.ac.uk\)](http://northumbria.ac.uk) to check they are eligible and complete our short online application form to apply: **northumbria.ac.uk/numentry**

Applications close on the 21st January 2022 @ 17:00.

Part time job vacancy

The Guildford Magazine and its sister publication The Farnham Magazine has opportunities for students wanting part-time work delivering our magazines around Surrey. We have rounds available in Woking, Farnham, Guildford, Godalming, Dorking, Cranleigh and surrounding villages.

You can earn between £8.75 and £10 an hour carrying out door-to-door deliveries. We can set up individual rounds or joint rounds with friends. You must have a smartphone to download our tracking app and it is an advantage if you have access to a car.

The Elmbridge Magazine and The Kingston Magazine also have distributor roles available in Weybridge, Walton, Claygate, Molesey, Long Ditton, Esher, Norbiton, Coombe, Surbiton and Berrylands.

This is a perfect opportunity to earn some money around your studies so if you are interested, please email your interest to distribution@sheengate.co.uk together with your address and phone number.



Part Time Sports Coach – Surrey Based

£10.00 - £15.00 per hour (dependent on experience)

Ultimate Coaching Ltd is a progressive organisation that specialises in 5 - 11 sports development and coaching. The organisation is committed to recruiting Sports Coaches that have an open mind and have a desire to support a range of projects in Education settings and Grassroots Clubs.

We provide the highest level of coaching to players to help them thrive and be the best they can be. Education is in our DNA.

We have the highest quality Coaches, so new team members have complete peace of mind that we will support their CPD and help further their prospects.

In order to help meet our objectives and our growth, we are looking for energetic and passionate Coaches, that are organised and can work towards a development plan. Coaches will also need to be comfortable working in school environments as well as taking junior teams for weekend games on Saturday mornings.

This would be ideal for new coaches looking to gain experience, or for Coaches looking to add hours to their weekly schedule. The successful applicant must be available midweek for 4 - 5 hours, and on Saturday mornings to support football club projects.

Candidates should possess:

NGB equivalent Level 1 / Level 2 qualification
Valid Safeguarding & Emergency Aid Certificates
Valid DBS (Preferably)
Genuine passion for coaching
Committed to improving and CPD
Comfortable working in both school and grassroots environments

We are looking for passionate coaches with the following;

Organised and understands the importance of planning
Good communication skills
Comfortable working alone and as part of a team
Ability to work in different environments
Ability to plan short term goals
Session rates are dependent candidate's experience, qualifications and ability to lead sessions.

Candidates should email their CV and covering letter to sylvia@ultimate-coaching.co.uk

Year 13

Applying to UCAS ?

Below is the college process for doing this. Year 13 tutors are the first point of call for checking applications and personal statements.

1. Get your tutor to check your application including your personal statement. They will tell you if there are any mistakes/errors.
2. If everything is correct, your tutor will attach a reference, add your predicted grades (you need to get teachers to write these on your predicted grade sheet – you can get a sheet from the careers office) and tell you to pay for your application.
3. You should then come in person to the Careers office in the LRC to book an appointment with me (SWI) **DO NOT** pay for your application or try to book an appointment with me unless your tutor tells you to.
4. Either Helen Taylor or I will quickly check your application and if everything looks ok, will book you an appointment. You will be told if there are any mistakes/errors/missing information that you need to change/add.
5. When everything is correct, during your appointment with me, your application will be sent to UCAS.

Things to remember –

1. Paying for your application (pay and send) does not send your application to UCAS. It comes to me and only I can send it on to UCAS. If you are experiencing financial hardship and think you may not be able to afford to apply see me.
2. We can only process applications that have been linked to us with the buzzword Woking22.



Do you need help writing your UCAS personal statement?

The Personal Statement Hub will help you plan, write and structure your statement.

When you are ready, you can **send us a draft** and we'll give you feedback – no strings attached!

port.ac.uk/personal-statement-hub

Not going to University and looking for an apprenticeship?



School Leaver Degree Apprenticeship at McDonald's

Deadline	28th February 2022
Programme Type	Degree Apprenticeship / Sponsored Degree (Level 6/7)
Locations	Throughout England and Scotland
Role May Involve	Catering & Hospitality, Business & Administration

[Apply for this job](#)

[School Leaver Degree Apprenticeship at McDonald's | RateMyApprenticeship](#)

Application Deadline

Deadlines for applications: **28th February 2022.**

Think about the type of apprenticeship you want

What job sector do you want to work in? Is there a specific role you want to do? Applying for an apprenticeship is like applying for a job – you want to do something you enjoy.

Think about what level of apprenticeship you want to do or what level you may need to do

There is a difference between the length of time it takes to do different levels of apprenticeships for example. Most students complete either a Higher or Degree level apprenticeship after leaving college. However, some employers may require you to

complete an Advanced apprenticeship first if you haven't studied a specific relevant subject. Do your research carefully.

Apply for more than one apprenticeship

If you were applying for a job you would apply for a number of jobs you were interested in – the same applies for apprenticeships. Apprenticeships can be competitive so the more you apply for, the more chance you have of securing one.

Keep checking for vacancies and opportunities

Companies advertise at different times. There is not a set time of the year when everyone advertises. If you don't find what you are looking for, keep searching.

Check start dates carefully

Just like jobs, apprenticeships can start at any time – companies don't follow the academic year. Check the apprenticeships you are applying for start after you have finished college.

How to find apprenticeships

Research individual companies by going to their websites

Register with recruitment sites like Indeed and Total Jobs

Register with the Government Apprenticeship Site

Go on UCAS – they have a dedicated section on apprenticeships and a vacancy finder

www.notgoingtouni.co.uk

www.careerpilot.org.uk

Look at the top 100 Apprenticeship employer list below for ideas

Read the weekly careers bulletin and look at the postings on the Careers Teams.