



Monday 15 May 2017

- The Careers Department is a resource that's available to all students, offering advice and information about university, apprenticeships and employment.
- We can help with application forms and work experience requirements and can provide guidance to help you make informed choices.
- The **Careers Bulletin** will be emailed to all students every Monday – so please look out for it every week as it includes important information :
  - ❖ Important notices
  - ❖ University open days
  - ❖ Careers events in College
  - ❖ Apprenticeship/School Leaver opportunities
  - ❖ University taster days
  - ❖ Volunteering/Part-time work
- Open daily (term time) 9am to 4.30pm. In E102, upstairs in the Enhancement Building.

## Important Upper Sixth Notices

### Going to University? Apply online for Student Finance

Apply online for help with finance, including:

- Tuition fee loans
  - Maintenance loans
  - Maintenance grants
- See [www.gov.uk/apply-online-for-student-finance](http://www.gov.uk/apply-online-for-student-finance)

### UCAS – OFFER REPLY DATES

Last decision received on or before...	Means your reply date is...
11 May 2017	8 June 2017
8 June 2017	22 June 2017
13 July 2017	20 July 2017

# Important Lower Sixth Notices

## Canon Work Experience Opportunity

- 3 – 7 July 2017

“We would like to encourage applicants that are highly motivated and curious to learn more about our organisation. We have limited places so we would like the students to be able to capitalise on the opportunity. A passion for imaging or photography is great but not essential. “

Click [here](#) for a visual taster into the week’s placement.

To apply, please click [here](#) to upload your CV and a Covering Letter explaining why you would like to take part in this initiative.

Closing date: 16 June 2017, but please apply as soon as possible.

## Work Experience Opportunity – RSM, Gatwick

This would be a great experience for anyone wishing to gain an insight into the Accountancy profession. The placement would involve work shadowing across several departments within the business and would take place during October half term.

For more information and to apply please visit:

[RSM Gatwick Work Shadowing for October 2017](#)

Please note the closing date for applications is 31 May 2017.

## M & G School Leavers’ Insight Afternoon

- 30 May from 4pm at M&G Investments, London EC4R 0HH

M&G is hosting an insights afternoon to provide more information on Apprenticeship Programmes within the Investment Management industry and M&G. The event is open to school leavers (current or recent) who are looking to find out more about school leavers programmes as well as parents, teachers and careers advisors who wish to find out about skills development through apprenticeships in London. You will have the opportunity to meet M&G employees who are passionate about skills development and the integral role they continue to play in the Government's UK growth and skills strategy. Students and school leavers will be able to gain insights into how to kick off professional careers by meeting current and former Apprentices and business managers.

Register [here](#) by Friday 19 May 2017.

## ITV Apprenticeship Programme – opening soon!

- Applications will be open in early June
- Take your time applying – do not rush
- Research ITV, the role and the department
- No experience necessary but passion is essential!
- Engage with us via social media:
  - @ITV entry careers Instagram
  - @ITV Careers Facebook
  - @ITV Careers Twitter
- Further information at <http://www.itvjobs.com/workinghere/entry-careers/apprenticeship-programme/>

## The University of Law – Get Into Law

You are invited to an exciting new summer event **Get into Law**.

Join us to get a feel of what it's really like to study a law degree. You'll have the chance to take part in a real life case study and you'll start to hone your legal skills in a series of interactive activities. The day will be filled with practical exercises that bring the law to life – which is exactly how we teach our LLB courses. Students will also get the chance to ask our tutors – all real-life legal professionals – the questions they want answered about studying and working in the law.

Click [here](#) for choice of location and dates and to book online.

## National Film & Television School – Free taster workshops

- *From Brief to Billboard: How to Design the Perfect Movie Poster*

Highly experienced graphic designer and course leader, Hugo Hansell will present a campaign brief for a film, and guide you through the process of designing the perfect poster.

Register for the free taster session and open day:  
Friday 19 May 2017 - 10.30am - 1.00pm. [Sign up here.](#)

## Award – winning online career course

This free online 3 week course will help students to make the most of their time spent in higher education, with the ultimate aim of improving their prospects after graduation. Register at [www.futurelearn.com/courses/career-success](http://www.futurelearn.com/courses/career-success)

# All students

University Open Days: Go to [www.opendays.com/calendar/](http://www.opendays.com/calendar/)

Falmouth University	20 May 2017
Oxford Brookes University	3 June
University of Winchester	9 June 2017
	1 July 2017
University of Bath	15 and 16 June 2017
University of Liverpool	23 and 24 June 2017
St Mary's University, Twickenham	14 June 2017
Aston University	17 June 2017
Edge Hill University	17 June and 19 August 2017
University of Essex	17 June 2017 (Colchester campus)
University of Birmingham	23 and 24 June 2017
University of Liverpool	23 and 24 June 2017
Durham University	26 June and 1 July 2017
Kingston University	28 June 2017
Plymouth University	28 June 2017
University of Nottingham	30 June and 1 July 2017
University of Surrey	30 June and 1 July 2017
University of York	30 June and 2 July 2017
University of Northampton	30 June 2017
University of Leicester	7 July 2017

Check the university website as you may need to book a place.

## Fashion Retail Academy Open Day – Saturday 10 June 2017

- Find out about degrees
- Have a tour of the academy, including the new state of the art facilities
- Meet current students and tutors
- Option to apply to the academy on the day
- Option to attend a specialist taster workshop in Garment Technology & Merchandising. If you register for a workshop you will automatically be added to the open day guest list as well.

For more information and to book a place visit: <https://www.fashionretailacademy.ac.uk/events/>

## Thinking about a career in the Fashion Industry? You may be interested in Graduate Fashion Week 4 – 7 June 2017

Graduate Fashion Week is the largest showcase of BA fashion in the world with over 35 UK universities and colleges on show. Students can visit the Education Hub, where they can:

- Receive careers and higher education information
- Experience catwalks
- See examples of graduate work and portfolios
- Learn firsthand from graduates about their experiences of university and the application process.

For more information and to order your tickets visit: <http://www.graduefashionweek.com/gfw16/>

# Apprenticeship/School Leaver Opportunities

## Dyson Sponsored degree – Engineering

Through your job within Global Engineering you will contribute to real Dyson projects - bringing the theory to life from day one. Why wait until graduation when you could start developing new technologies now.

You'll be given time out of your engineering job to work towards a Bachelor of Engineering Degree from WMG, University of Warwick. Teaching will be predominantly delivered on the Dyson campus, by professors from the University of Warwick and supported by Dyson's world-leading engineers.

The programme is aimed at high achieving students (hoping to achieve AAB) who want a career in engineering. Applications are made through the employer so students can apply for the Sponsored degree in addition to their five university choices through UCAS.

Follow this link to find out more:

<https://www.dysoninstitute.com/the-degree/>

## ICB Scholarship Programme – Insurance

If you want to study while you work – and earn – you will want to consider ICB’s unique scholarship programme, which will sponsor your continued education, and kick start your career. After completing the 4 year programme you will be amongst the most qualified of insurance practitioners, with an Advanced Diploma in Insurance (ACII), and 4 years of work experience under your belt, giving you a major competitive advantage over your undergraduate peers.

For more information visit: <https://www.icbgroupuk.com/scholarships> . Applications should be sent to: [toni.richardson@icbgroupuk.com](mailto:toni.richardson@icbgroupuk.com) and [sacha.dean@icbgroupuk.com](mailto:sacha.dean@icbgroupuk.com). Full details of the programme will be discussed with any interested students.

## Legal & General Apprentice Software Developer

This Legal & General role is open to school/college leavers to become an Investment2020 trainee in their Information Technology department.

Click [here](#) for more information.

## Rotational Degree Apprenticeship: BA (Hons) Business Management

- Pearson Business School
- Work, earn and learn

For more information visit the UCAS website:

<https://careerfinder.ucas.com/job/17206/rotational-degree-apprenticeship-ba-hons-business-management/?LinkSource=TopJob>

## Esure Entry level opportunity – Reigate

There is a vacancy for a Contracts Administrator at the Reigate office within the Legal department. Apply by 31 May 2017.

For more information visit:

[https://esure.mua.hrdepartment.com/hr/ats/Posting/view/361?utm\\_source=Indeed&utm\\_medium=organic&utm\\_campaign=Indeed](https://esure.mua.hrdepartment.com/hr/ats/Posting/view/361?utm_source=Indeed&utm_medium=organic&utm_campaign=Indeed)

## RSM – School leaver opportunities in Accountancy

RSM have a number of positions at their Gatwick office for school leavers interested in a career in accountancy:

- Accountancy and Business Advisory Assistant
- Tax Assistant
- Audit Assistant

**Entry Requirements:** You'll need a minimum of Grade C in English and Maths and 112 UCAS (or equivalent). Please note: the RSM website still shows UCAS points based on the 2016 tariff.

For more information and to apply visit:

[RSM Careers/School Leaver Roles](#)

Application deadline: 31 May 2017

## Ambleside Lodge Care Home – Support Workers

Ambleside Lodge is a residential care home for adults with moderate to severe learning disabilities, autism, behavioral difficulties, aged between 18 and 28.

There are vacancies for full time and part time support workers. If you are:

- Enthusiastic
- Reliable
- Committed
- Wanting to work in a challenging and rewarding environment

Please call 01293 781418 or email [Ambleside.lodge@regard.co.uk](mailto:Ambleside.lodge@regard.co.uk)

## NPL Apprenticeships – Science, Technology and Engineering

If you want to work alongside world-leading experts in an organisation that helps save lives, protect the environment and enhance the quality of life in the UK then the National Physical Laboratory is the place for you! NPL Apprenticeships:

- Business Administration
- Engineering
- IT
- Junior Scientist
- Finance

For further information and to register your interest, visit:

<http://careers.npl.co.uk/vacancies/apprenticeships/>

## Transport for London Apprenticeship Programme

- Human Resources Management
- Finance
- Quantity Surveying
- Project Management
- Network Engineer
- General Management
- Premises Engineering
- Building Services
- Apply now: <https://tfl.gov.uk/corporate/careers/apprenticeships?cid=apprentices>

## University Taster Days

### University of Southampton Physics and Astronomy Taster days

- Thursday 29 and Friday 30 June 2017

Students will have an opportunity to explore the deepest regions of the Universe. They will explore some of the latest data from the Hubble space telescope to determine the size and age of the Universe, and will also get a chance to see the acclaimed Light Fantastic Road Show, and be inspired by world-leading Nanotechnology specialists.

Please complete an online application form at: [www.phys.soton.ac.uk/taster-days](http://www.phys.soton.ac.uk/taster-days)

**Please note: places are limited and allocated on a first-come, first-served basis. Students must be studying AS or A Level Physics.**

### University of Greenwich Summer Taster days

[Business Taster Day – Greenwich Campus](#), 15 June 2017

[Built Environment Taster Day – Greenwich Campus](#), 28 June 2017

[Creative Professions & Digital Arts Taster Day – Greenwich Campus](#), 28 June 2017

[Literature, Language & Theatre Taster Day – Greenwich Campus](#), 28 June 2017

[Mechanical Engineering Taster Day – Medway Campus](#), 28 June 2017

[Biology Taster Day – Medway Campus](#), 5 July 2017

[Chemical Engineering Taster Day – Medway Campus](#), 5 July 2017

[Chemistry Taster Day – Medway Campus](#), 5 July 2017

[Civil Engineering Taster Day – Medway Campus](#), 5 July 2017

[Design Innovation Enterprise Taster Day – Medway Campus](#), 5 July 2017

[Electrical Engineering Taster Day – Medway Campus](#), 5 July 2017

[Forensic Science Taster Day – Medway Campus](#), 5 July 2017

[Geography & Environmental Science Taster Day – Medway Campus](#), 5 July 2017

[Mechanical Engineering Taster Day – Medway Campus](#), 5 July 2017

[Sports Science Taster Day – Medway Campus](#), 5 July 2017

Health & Social Care Taster Day – Avery Hill Campus, 5 July 2017 – [email](#) for more details

Health & Social Care Taster Day – Avery Hill Campus, 6 July 2017 – [email](#) for more details



## Leicester Medical School Medicine Careers Day

**Date:** Saturday 24 June 2017

**Time:** 9.30am-4.00pm

**Location:** Centre for Medicine, Lancaster Road, Leicester

**Website:** <https://le.ac.uk/student-life/undergraduates/open-days/medicine-careers-day>

This is a free event aimed at year 12 students interested in studying for a degree in Medicine, helping them learn more about the various career options and specialities that they might consider in the future. As well as short talks from specialists in a number of areas, there will be interactive stations where students can practice clinical skills such as recording an ECG, measuring blood pressure, resuscitation etc. There will be advice on applying to medical school and information about the course at Leicester. Students will meet some of our student ambassadors and have the opportunity to talk to specialists.

Bookings are now open. If you require further details please contact [med-admis@le.ac.uk](mailto:med-admis@le.ac.uk) or 0116 252 2969. Please note that this event is for students only. Parents, carers or teachers accompanying students to Leicester will find plenty of things to do in the city centre, which is about 15 minutes' walk away.

If students wish to book a place, they should follow the website link above where they will find the online booking form. Places are very limited and will be allocated on a first-come, first-served basis.

## University of East London Taster days

The University of East London (UEL) is running the following FREE taster courses this May and June:

- Architecture, Computing and Engineering – 27 June 2017
- Education Studies – 6 June 2017
- Healthcare and Biomedical research – 30 June 2017
- Psychology – 28 June 2017

Apply [here](#).

## University of Nottingham Taster days

- BSc Nursing – Saturday 20 May and Saturday 14 October 2017 9.45-14.45  
To book: <http://www.nottingham.ac.uk/healthsciences/open-days/index.aspx>
- Mechanical Engineering Taster Day – Wednesday 28 June 2017 9.30-14.30  
Aimed at years 12 and 13 studying Maths and Physics  
Please email: [Heidi.Freestone@nottingham.ac.uk](mailto:Heidi.Freestone@nottingham.ac.uk)
- History Taster Day – Wednesday 28 June 2017 10.00-16.00  
Participants must be working towards an A-level in History.  
Please email: [ss-programmes-upw@exmail.nottingham.ac.uk](mailto:ss-programmes-upw@exmail.nottingham.ac.uk) or contact [joe.merton@nottingham.ac.uk](mailto:joe.merton@nottingham.ac.uk)

## Queen Mary University of London taster days

- The Taster Course Programme provides year 12 sixth form students with a valuable insight into life at QMUL
- Free to attend

For more information, and to register for the courses, please visit:

<http://www.qmul.ac.uk/undergraduate/teachers/ukstudentrecruitment/taster-courses/index.html>

## The University of Sheffield Options Day in Science, Maths and Engineering

- Wednesday 28 June 2017
- Free one-day conference for Year 12 students studying Maths, Physics and Chemistry
- Book online at [www.stemexplore.co.uk/events](http://www.stemexplore.co.uk/events)

# General Information:

## Moodle

Please add the following courses onto your Moodle page under 'my courses'

- Applying to university
- Employment Opportunities
- Work Experience

## Twitter

Follow Reigate College Careers department [Careers@careersreigate](https://twitter.com/Careers@careersreigate)

## Free on-line courses

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

## Search for apprenticeships

- [www.ratemyapprenticeship.co.uk](http://www.ratemyapprenticeship.co.uk)
- <https://www.gov.uk/apply-apprenticeship>

## Search for work experience placements

- <https://biyp.org/>

## Search for careers events

- [www.myfuturewise.org.uk](http://www.myfuturewise.org.uk)

# Volunteering/ Part-Time Work

## Surrey Libraries – Summer Reading Challenge Volunteer

- Are you looking for something to do this summer?
- Aged 14 – 25?
- Can you spare 10 hours over the summer?
- Help sign up children to the challenge
- Encourage reading
- Support your local library
- Deliver children’s activities

Student can apply [online](#), in a library, or by phoning **01483 543599**. See the [Summer Reading Challenge volunteer webpage](#) for more information about the challenge and volunteer opportunity.

## Volunteer Communications Assistant - VARB

Voluntary Action Reigate & Banstead are recruiting for a Communications Assistant to work 3 hours per week out of our small, busy Redhill office.

We are looking for an individual with good verbal and written communication skills who is familiar with Microsoft office. In exchange we can offer basic training on social media, wide ranging experience and £9.50 per hour. The post is funded for 30 weeks.

Closing date for applications: Wednesday 17 May at 12pm.

Shortlisting: Thursday 18 May

Interviews will be held on Monday 22 May

Copies of the job description and details of how to apply are available here:

<http://varb.org.uk/blog/2017/05/05/communications-assistant-varb-redhill-part-time/>

## Poolschools Reigate – lifeguard/swimming teachers needed

Poolschools are looking for:

- Qualified NPLO lifeguards
- Qualified ASA swimming teachers

If you would like to join the team please email [info@poolschools.co.uk](mailto:info@poolschools.co.uk) . If you do not hold either of these qualifications but are considering a career in teaching aquatics, please also get in touch.

## **Jade recruitment – temporary job opportunities for students**

Jade recruitment needs temporary workers for weekends and week day evenings:

- Plate waiters
- Kitchen porters
- Car park attendants
- Food service attendants

Register with Jade on 01306 876035 or email [info@jaderecruitment.net](mailto:info@jaderecruitment.net) .

## **Barracudas Activity Day Camps – summer job opportunities**

Barracudas has been operating, Ofsted approved, fun activity camps for children for 25 years in a number of locations, including the Croydon area. If you are a fun, enthusiastic team player who enjoys working with children, Barracudas offer:

- A great wage
- Free Nationally recognized training courses
- Regular work during the summer holidays
- Invaluable experience for your future career

For more information and to submit an application visit their recruitment website:  
<http://recruitment.barracudas.co.uk/apply-here> .

## **T Club 6 Ltd – after school club Playworkers needed**

- Based at Reigate Priory School
- From £7.50 p/h dependent on experience and qualifications
- 3.15-6.00pm
- 2 or 3 afternoons a week
- Term time only
- Uniform provide
- Enhanced DBS + update service will be required

For further information, contact Liz or Heather on 07756 713525 or email [manager@tclub6.org.uk](mailto:manager@tclub6.org.uk)

## The White Brasserie Company – experienced waiters required for local newly refurbished pub in Reigate

- Serve great food
- Create a fantastic customer experience
- Work with a fun team
- Training provided
- Incentives include: tips, meals on duty, trips and days out
- Join a progressive and growing company that have been recognised through awards like the R200 Best Pub Company of 2016

If you are interested, contact Danny on [Blackhorse.reigate@whitebrasserie.com](mailto:Blackhorse.reigate@whitebrasserie.com) or apply at <https://www.caterer.com/job/waiter/white-brasserie-job73045343?entryurl=%2Fjobs%2Fpub%2Fin-reigate%2373045343>

## Volunteering opportunity – St Catherine’s Hospice charity shops

Gain valuable experience in retail, window dressing and customer service while helping a local charity:

- Volunteer shop assistants required
- Reigate and Redhill shops
- Able to give one shift a week (shift patterns 9.30am - 1pm and 1pm -5pm)
- Full training and support throughout your role
- Travel expenses reimbursed

To find out more visit [www.stch.org.uk/volunteer](http://www.stch.org.uk/volunteer), call the Volunteering office on 01293 447351 or email [volunteering@stch.org.uk](mailto:volunteering@stch.org.uk).

Alternatively, visit their shops at 9 Bell Street, Reigate and 7 London Road, Redhill for a chance to have a look around and meet the teams.

## Kumon Class Assistant – Caterham Study Centre

The Caterham Study Centre offers supplementary programmes in Maths and English to 3-18 year olds using the Kumon Method of Learning.

- Part time class assistant
- 2-6 hours per week
- Monday and Thursday 4-6pm. Saturday 9.30-11.30am
- Up to £7.50/hour (depending on age and experience)
- The Arc, 39 Weston Drive Road, Caterham, CR3 5XY

For details and further information or to apply, please contact or send CV to Caterham Study Centre. Email: [caterham@kumoncentre.co.uk](mailto:caterham@kumoncentre.co.uk). Tel: 02086542878.