



Monday 12 March 2018

- 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
 - ❖ Work experience opportunities
 - ❖ 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.**

Careers events in College

University of Law lunchtime talks – open to all students

- **Oscar Pistorius Session – 22 March** – a highly interactive workshop where students will explore a high profile criminal case.
- **UCAS and Personal Statements – 27 March** – this session focusses on the UCAS application process and how to write a successful personal statement.
- **Presenting Skills: The Pitch – 17 April** – students will look at how and where we use our presentation skills, gain some key tips and get a chance to practice these skills.
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There are still a few spaces left for these sessions, to sign up, please email

ann.taylor@reigate.ac.uk, first come first served.

Upper Sixth Important Notices

Applying to University

- **Student Finance -**

Apply online for help with finance, including:

- ❖ Tuition fee loans
- ❖ Maintenance loans

See www.gov.uk/apply-online-for-student-finance

Have a look at the new UCAS [student finance hub](#), set up in association with Student Finance England.

- **Interview preparation** – If you would like help preparing for a university interview, please email careers@reigate.ac.uk
- **Replying to offers** - If you receive offers from Universities, you do not need to reply to them immediately. If possible, it is important to take the time to re-visit those Universities before accepting a place.
- **Unconditional offers** – An increasing number of universities are making **unconditional offers** to students. If you would like any advice regarding your offers, please come to Careers.

Gap Year Opportunity – Wallington County Grammar School

- **Food Technology Technician (September 2018-August 2019)**

Annual Salary: £10,000 (36 hours per week term time only, to include 30 minute unpaid lunch break every day).

The school would like to appoint an upper sixth student who is planning to take a "Gap Year" during academic year 2018/19 to work within the Food Technology department and support the creation of a stimulating learning environment.

An application form and job description regarding the position can be obtained from Mrs Johnson, Personnel Officer, at personnel@wcgs.org.uk . Please return the completed application form to Mrs Johnson accompanied by a letter of application detailing your suitability for the role and the person profile. **Closing date: Monday 30 April 2018.**

Getting ahead of the competition!! Register with YourRecruit

Are you looking for temporary work after your exams this summer or looking to join the career ladder and start work? If yes, why not start the ball rolling and get yourselves registered with YourRecruit:

- YourRecruit can support you in your job search, from helping with your CV to securing the perfect job role for you
- Can get your CV straight to the hiring manager.
- Can help with preparing you for your interviews as well as giving you feedback

Please get in touch - 01737 501255 – or drop into your local YourRecruit Branch Redhill — no appointment necessary, to discuss your job search. www.yourrecruit.com

Lower Sixth Important Notices

Medical and Teaching Work Experience

IMPORTANT! Any students thinking of applying to study Medicine, Primary Teaching, Nursing, Physiotherapy, Paramedic Practice or Midwifery at university should undertake a period of essential work experience. For advice and guidance, please email workexperience@reigate.ac.uk

National Healthcare Weekend - 24 & 25 March 2018

- UK's largest healthcare careers event
- Dedicated to 4 healthcare careers: medicine, dentistry, veterinary medicine, psychology
- Suitable for year 12 students
- Parents and teachers are also welcome
- University of East London, Stratford Campus, Water Lane, London, E15 4LZ:
Registration is £25 for students on the Saturday conferences and there is an optional UCAS lecture available on Sunday for each specialty (free for students from low-income backgrounds).

Students can register on the Medic Mentor website and [find out more about the events here](#).

Building on Get Ahead Day

Are you struggling for career ideas, feeling overwhelmed, need some inspiration? To have a look on the UCAS Explore jobs pages, search by job family, subject or skill, go to:

<https://www.ucas.com/ucas/after-gcses/find-career-ideas/explore-jobs>

Places available on over 200 university taster courses

There are still places available on the majority of our FREE university taster courses in a variety of subjects taking place at numerous universities in and around London.

All our taster courses are free to attend and aimed at current sixth form students. You can search and apply to the taster courses on the University Taster Course Programme website

london.ac.uk/tasters.

University of Southampton - Design Triathlon 2018 Residential Places Available – 15 to 19 July 2018

The Design Triathlon is a residential course for Year 12 students interested in studying engineering at university. The Summer School will introduce students to the three areas of [Ship Science](#), [Aeronautics and Astronautics](#) and [Mechanical Engineering](#).

For further information and eligibility conditions, please visit:

<https://www.southampton.ac.uk/schools-colleges/design-triathlon.page>

Applications are now open and will close on Sunday 8th April 2018. Please apply [here](#)

If you have any further questions, please email Matt Short at m.short@soton.ac.uk

University of Surrey Residential Summer School Programme

Applications are now open and close on 23 March 2018. More information and the application form can be found at www.surrey.ac.uk/summer

Year 12 Arts and Science Summer Universities

Residentials at Royal Holloway, 2018 – an opportunity to experience university life

- Science summer university 25-27 June 2018
- Arts summer university 3-5 July 2018

For more information on how your students can apply visit:

<https://www.royalholloway.ac.uk/studyhere/schools-and-colleges/on-campus-events/residentials/summeruniversities.aspx>

* Access to the residential is subject to criteria- please check website * **Deadline: 30 March 2018**

Durham University Sutton Trust Summer School

- For further details, visit: <https://www.dur.ac.uk/sutton.trust/>

University of Bath Summer Schools

- Science: 2-6 July 2018
- Engineering: 16-20 July 2018
- For further details, visit: <http://go.bath.ac.uk/wp-summer-schools>

All Students

Children's Trust Recruitment Open Day, Tadworth

- Saturday 17 March 9.30 – 15.00
- Recruiting for Children's Support Assistants

The Children's Trust is the UK's leading charity for children with brain injury and neurodisability.

www.thechildrenstrust.org.uk/recruitment-open-day

Work Experience Opportunities

Work Experience Opportunities 2018

Please come and see the Work Experience Coordinator in E102 (Sam Burnett) if you need further help. Some companies give priority to students who meet certain criteria eg PRIME for some Law firms <https://primecommitment.co.uk/about-prime> and sometimes firms will only accept students within a catchment area. If in doubt please seek advice.

Student Ladder is a good starting point to research large firms offering formal schemes. Please note the information may not always be updated, so read the information carefully and you can always call or e-mail the company directly to enquire.

<http://www.studentladder.co.uk/Work-Experience/work-experience.html>

RSM Work Experience – July 2018, Gatwick Office

RSM are offering an exciting opportunity for students who have a desire to learn more about the accountancy profession, through an intensive one-week work experience placement on 16 July 2018. The intended programme will include;

- spending four days across our Corporate Finance, Accounting and Business Advisory, Assurance, Tax and National Finance teams;
- CV writing and personal skills sessions;
- practice interviews; and;
- a two way debrief and feedback session at the end of the week.

If you would like to apply this opportunity please do so via our website at

<https://careers.rsmuk.com/gsl/VacancyInformation.aspx?VId=28825> detailing why you are interested in the area of accountancy and what you hope to gain from this opportunity.

Deadline: 31 March 2018

GVA Commercial Property Agents

Could you see yourself as a dynamic property consultant?

GVA's London office is looking for real estate experts of the future, they are offering two weeks of paid work experience, starting on 25 June 2018. If you show the right enthusiasm and drive, you'll be guaranteed a place on their School Leaver Programme beginning In Autumn 2019.

Applications are open from Monday 5th March until Friday 6th April. In order to get your application underway, just send your CV over to futuretalent.team@gva.co.uk, indicating that you want to be considered for work experience (please cc workexperience@reigate.ac.uk).

To be eligible for this programme, you must be in year 12 at a college or sixth form within commutable distance of the London office (EC2V 7NQ). You must also be available from Monday 25th June until Friday 6th July.

The application itself consists of an application form and a video interview.

Clifford Chance

Clifford Chance is proud to be a founding member of PRIME. Through PRIME, Clifford Chance is committed to ensuring that anyone who wants to enter the world of law has an equal chance to do so, regardless of their background.

August PRIME Opens: 10 March 2018 Closes: 26 June 2018 Scheme runs: 6-9 August 2018

[Clifford Chance Work Experience PRIME click here for information](#)

[Clifford Chance click here to apply](#)

BBC Work Experience

The BBC is offering work experience opportunities - see link for details.

<http://www.bbc.co.uk/careers/work-experience>

[BBC - Work Experience - Careers](#) www.bbc.co.uk

Warner Music Work Experience – Easter holidays

Warner Music is [offering a three day creative internship programme](#) at their Kensington offices.

This is a nice opportunity to actually work with A&R, Sync and Marketing on a campaign, rather than the usual three days of filing and making coffee!

Apprenticeship/School Leaver Opportunities

British Telecom Apprenticeship Programme

- Customer Experience
- BT Sport
- Engineering
- HR
- Business Management
- Finance
- I.T.
- Cyber Security
- Logistics

<https://www.btplc.com/Careercentre/earlycareers/apprentices/index.htm>

BBC Digital Journalism Apprenticeship – apply now

Does this sound like you?

- You can spot a story – and make it go viral.
- You are a social media enthusiast who is already making great digital content.
- You are interested in news and current affairs and love explaining complicated stories in a simple and refreshing way.
- You understand how to connect with your local community and share their stories and experiences.

For more information and to apply, visit:

<http://www.bbc.co.uk/careers/trainee-schemes-and-apprenticeships/journalism/dja>

BBC Production Apprentice Scheme

During the 12-month **Broadcast Production Assistant Apprenticeship** scheme you will have the opportunity to combine work experience, in one of our exciting production areas, with college learning and bespoke training from the [BBC Academy](http://www.bbc.co.uk/academy).

<http://www.bbc.co.uk/careers/trainee-schemes-and-apprenticeships/production/production-apprentices>

Rothschild Private Wealth Apprenticeship – Finance

- £18,000 plus discretionary bonus
- City of London based
- Level 4 Investment Operations Specialist Apprenticeship

This career/ apprenticeship opportunity is a fantastic opening for those seeking a long-term career in Financial Services and/ or Business Consultancy arena. Rothschild has developed and retained their apprentices from previous years and looking to continue with this trend in this new opening.

You need a minimum B at English and Maths GCSE and minimum three Cs predicted at A level or equivalent together with a positive attitude, attention to detail and a passion to learn.

How to apply:

Complete the below form and email to Chanelle Francis at Mykindafuture:

chanelle@mykindafuture.com by the end of Wednesday 14 March:

- Students are to write one or two sentences why they are interested in the event

Full Name	Primary Email Address	Main Phone	Gender (M/F)	Matches Eligibility Criteria (Y/N)	Teachers Recommendation Comment or Students on-liner

Add more lines if necessary

SSE IT Degree Apprenticeship Programme

- Four days working for SSE and one day working at Chichester University studying for a BSc (Honours) in Digital and Technology Solutions.
- The programme last 4 years and candidates will complete a range of placements in almost every area of IT, giving you the time and experience to decide exactly which career path you'd like to follow.
- Starting salary of £16,000 and each candidate receives a mentor and a business sponsor.
- No tuition fees
- Based in Havant, Hampshire

<http://sse.com/careers/apprentices-and-trainees/it-degree-apprenticeships/>

Closing date is Sunday 18 March 2018.

O2 Apprenticeship Programme

- Digital Marketing & Social Media
- Accounting & Finance
- Business Administration
- Data & Analytics
- Technology

<https://o2careers.co.uk/early-careers/apprenticeships>

Goldman Sachs Technology Degree Apprenticeship Programme

Get a head start on your career in Goldman Sachs engineering while earning a degree in computer science. In partnership with Queen Mary University of London, the Goldman Sachs Degree Apprenticeship Programme combines higher education with vocational training to offer a fee-free alternative to the traditional University route. The Degree Apprenticeship Programme will allow participants to complete an apprenticeship within Goldman Sachs' Technology division while studying for a degree at Queen Mary University of London. After the four-year programme, participants will graduate with a bachelor's degree in Digital and Technology Solutions, with the potential opportunity for a full time position with Goldman Sachs. www.goldmansachs.com/careers

The **18 March** application deadline is fast approaching, apply via their [careers website](#).

Total Gas & Power Apprenticeship scheme - Business

Total Gas & Power is an international business with the Head Office based in Redhill. You will gain knowledge and experience of different areas of the business, such as Sales Administration, Finance, Procurement & Economics and Customer Services. At the end of your 2-year rotation there may be a permanent opportunity for you within Total Gas & Power that matches your individual capabilities and desires, plus the needs of the business.

Entry requirements:

- 3 A level grades C and above, or equivalent
- GCSE grade C and above in Maths and English
- Application deadline: 27 March 2018

<https://www.gas-power.total.co.uk/careers/apprenticeship-scheme>

Civil Service Fast Track Apprenticeship Programme – now open!

The Fast Track is a two-year Level 4 apprenticeship: a rewarding alternative to university with a competitive starting salary. Take a look at the 6 choices on offer including the Policy apprenticeship, available for the first time this year:

- Policy
- Business
- Commercial
- Digital, Data and Technology
- Finance
- Project delivery

<https://www.gov.uk/government/news/applications-now-open>

<https://www.gov.uk/guidance/civil-service-fast-track-apprenticeship-fast-track-schemes>

Civil Service Data Analyst Apprentice

This is an excellent apprenticeship opportunity in Dstl, a Ministry of Defence Agency, for a Data Analyst within the Defence and Security Analysis Division with excellent future career prospects in Data Science, Analysis and the Defence Enterprise.

You will be joining a team of highly skilled and dedicated employees based primarily at the Portsdown West site in Fareham.

- This apprenticeship is on a 2 year fixed term basis and starting salary is circa £15,000
- You will need to hold 5 GCSEs including English and Maths, 3 A-levels or equivalent with at least one in a Maths or ICT
- Qualification or evidence of basic computer programming skills.

Closing date: 1 April 2018

<https://www.civilservicejobs.service.gov.uk/csr/jobs.cgi?jcode=1572423>

Capgemini 2018 Degree Apprenticeship Programme in Digital and Technology Solutions

Capgemini is one of the world's largest tech companies, helping clients to transform their businesses through ingenious technology solutions. Capgemini delivers exciting & innovative client projects across multiple industries all over the world using cutting edge technology in an entrepreneurial and supportive environment. You will study for a BSc Honours degree in Digital & Technology Solutions whilst applying what you are learning and making an impact in one of the exciting roles.

To be eligible, you need:

- 7 GCSE's A-C including Maths and English (4-9)

Plus

- Three C's at A-Level or equivalent (96 UCAS Points – Note: AS Levels are not included)

<https://www.capgemini.com/gb-en/careers/jobs/2018-degree-apprentice-programme/>

Pfizer Apprenticeship Programme – see below links to Government Apprenticeship website:

Human Resource Management:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-240982>

Digital Marketing Apprentice:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-246714>

Accountancy/Taxation Apprenticeship

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-244365>

Finance Level 4 Apprenticeship:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-244133>

Compliance Operations Administration Apprenticeship:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-248291>

Gatwick Airport Apprentice Engineers

- Apprentice Engineer – Gatwick Airport
- <https://www.findapprenticeship.service.gov.uk/apprenticeship/-240386>

Virgin Atlantic Airways Apprentice Engineers

- Apprentice Engineer – Virgin Atlantic Airways
- <https://www.findapprenticeship.service.gov.uk/apprenticeship/-234765>

Institute of Cancer Research: Apprentice Engineering Technologist

- Apprentice Engineering Technologist
- <https://www.findapprenticeship.service.gov.uk/apprenticeship/-231725>

UK Power Networks Apprenticeships

- UK Power Networks 2018 Foundation Apprentice Programme
- <https://www.findapprenticeship.service.gov.uk/apprenticeship/-235460>

Kier Highways Apprenticeship Programme - Construction

Please visit the website below for the full range of opportunities:

<http://www.kier.co.uk/earlycareers/apprentices.aspx>

Huntley Cartwright Apprentice Quantity Surveyor

This is a great opportunity to take the next steps in your career and gain vital industry experience. Huntley Cartwright is a successful firm of Chartered Quantity Surveyors working on a diverse range of projects. Based in Caterham, Surrey, Huntley Cartwright is looking for an enthusiastic Apprentice Quantity Surveyor to join their growing team. **Closing date: 31/05/18**

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-220228>

Transport for London (TFL) Degree Apprenticeship Programme

- Civil Engineering
- Design and Development Engineering
- Commercial Property Surveying
- Quantity Surveying
- General Management

<https://tfl.gov.uk/corporate/careers/apprenticeships/degree-apprenticeships>

Royal Mail Apprenticeships

- Engineering
- Vehicle Maintenance
- Project Management
- Technology
- Logistics Management
- Finance Apprenticeship

<https://www.royalmailgroup.com/careers/apprenticeships>

IBM Apprenticeship Programme is now open

- Technical
- Business
- Degree

https://www-05.ibm.com/employment/uk-en/school_leaver.html

Deloitte Bright Start Higher Apprenticeship Scheme

- There are six business areas you can choose from: Audit & Assurance, Consulting, Financial Advisory, Internal Client Services, Risk Advisory and Tax Consulting.

Closing date: 30 March 2018

<https://www2.deloitte.com/uk/en/pages/careers/articles/brightstart-business-apprenticeship-scheme.html>

Unilever Apprenticeship Programme – now open for September 2018

- **Business & Technology Apprenticeships (including marketing)**
- **Research & Development Refreshment Degree Apprenticeship**

<https://www.unilever.co.uk/careers/apprenticeships/>

Fidelity Technology Apprenticeship Programme

Over the two year apprenticeship programme, you will be based in one of three offices in London, Kent or Surrey, where you'll not only learn how technology makes organisations work better, but also build your knowledge of the business itself. Fidelity has apprenticeship opportunities in technology infrastructure services (TIS) and delivery.

- You will need a minimum of two C's at A level or equivalent and to have already obtained at least five GCSEs between A*-C, two of which we prefer to be English and Maths

If one of the technology apprenticeship programmes is the right one for you, submit your application between 18th January 2018 and 18th March 2018.

Apply at: <https://earlycareersatfidelity.com/apprentices/technology>

Accenture UK Digital Technology Degree Apprenticeship

If you're thinking of a career in technology, then this Apprenticeship scheme could set you up for long-term success. Whether you join the Newcastle or London office, you'll build your career from the start, working with industry experts and innovative technology while earning. After 3 or 4 years, depending on the route you take, you'll be a bit of an expert yourself, with a degree level qualification in Information Technology.

<https://www.accenture.com/gb-en/Careers/apprenticeships>

Atkins Apprenticeships – apply now!

- Chartered Quantity Surveyor Degree Apprenticeship

Atkins advise on some of the world's most exciting construction projects, petrochemical plants, hotels, airports and skyscrapers. Join the team and you'll help lead the way in project and programme management as a building surveyor or quantity surveyor.

Closing date: 30 March 2018

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-208328>

KPMG 360° Apprenticeship Programme now open!

- KPMG in the UK is part of a global network of firms that offers Audit, Tax, Consulting and Deal Advisory services
- Visit the website: <https://www.kpmgcareers.co.uk/apprenticeships> for more information about the opportunities available.

Nestlé Academy – apprenticeship opportunities – now open!

- Apply now for Chartered Manager Degree Apprenticeship – Gatwick (starting September 2018). You will receive high calibre training leading to a degree qualification, together with business experience and a promising career.

<https://www.nestlecareers.co.uk/academy/apprentices/>

University Taster days

University of Winchester – Dance taster days

- Tuesday 22 May 2018, 10.45am-2.30pm
 - Tuesday 26 June 2018, 9.15am-2.45pm
- To register your interest please contact Lucy McDonagh via email:
schoolsandcolleges@winchester.ac.uk

Bournemouth University Insight Days

These workshops are aimed at giving students a real insight into the study experience and are open to small groups or individuals:

- Nursing & Midwifery – 19 June
- Scriptwriting, Marketing & Advertising – 19 June
- Occupational Therapy & Physiotherapy – 19 June
- Games & Music Technology – 20 June
- Forensic Sciences – 20 June
- Sports Therapy & Nutrition – 21 June
- Animation, Television and Film – 21 June
- Design & Engineering – 22 June

To book your place or to find out more, www.bournemouth.ac.uk/insight

Royal Holloway History Taster day – 21 March 2018

- *Rethinking Power in Tudor England and Modern Russia*. Students can choose between a lecture on Tudor History by media commentator and scholar, Anna Whitelock, or a lecture on Modern Russia by prize-winning author and expert, Daniel Beer. This will be followed by a seminar in their chosen field, a campus tour and a practical session on applying and/or transitioning to university.
- Students can register for the event here: <https://www.eventbrite.co.uk/e/rethinking-power-in-tudor-england-and-modern-russia-tickets-41814726974>

General Information:

Moodle

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

- Get Ahead Day 2018
- 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 university open days

- <https://www.opendays.com/>

Search for apprenticeships

- www.ratemyapprenticeship.co.uk
- <https://www.gov.uk/apply-apprenticeship>
- <https://careerfinder.ucas.com/jobs/apprenticeship/>

Search for work experience placements

- <http://www.studentladder.co.uk/Work-Experience/work-experience.html>

Search for careers events

- www.myfuturewise.org.uk

Volunteering/ Part-Time Work

Student Summer Work Opportunities – Wise Up Team Building

WiseUp Team Building is the leading provider of outreach Outdoor Education, providing high quality activities to students across the country. Bringing all of the equipment needed, they set up and run fun and educational events on school sites for groups of between 15-800 staff and students. Activities include but are not limited to Team Building, Archery, Bushcraft and Orienteering to name just a few.

WiseUp are looking for people who are enthusiastic, outgoing and hard working to join their team of qualified instructors to help deliver the activities. Full training will be given, and no previous experience is necessary, just a positive, energetic approach and a can-do attitude.

Please check out the website for further information: wiseup-teambuilding.co.uk

Art of Living Cookshop, Reigate – part time weekend sales assistant

Any applicants who wish to apply can come into the Reigate shop to speak to a member of the team about the role and pick up an application form.

Hartswood Manor, Betchworth – part time opportunities

- Food and Beverage Assistants
- Bar Team Members

For more information or to send a CV, please contact Florin Ciolacu, Food & Beverage Manager on: Florin.ciolacu@hartsfieldmanor.co.uk or 01737 845300

Farleigh Golf Club, Warlingham – part time opportunities

- Food & Beverage Assistants

Please send your CV to lina@farleighfox.co.uk

reigate•college

www.reigate.ac.uk enquiries@reigate.ac.uk



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