



Tuesday 27 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

- **UCAS and Personal Statements – today** – 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.

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 Opportunities – 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.**

- **Physical Education/Sports 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 PE 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.**

Gap Year Opportunity - Reigate St Mary's Preparatory and Choir School

- Gap year student role starting September 2018
- Tasks include supporting children in classroom and PE lessons
- This is a paid role and includes free lunch and free uniform (tracksuit etc.)

This opportunity may suit a PE/Sport student although anyone with a strong interest in sport would be suitable. A job description of the role can be found on the Reigate St Mary's website. If you have any questions about the roles or would like an application form please contact Dawn Holmes at Reigate Grammar school.

www.reigatestmarys.org

Early in Career Insight day: BDO Gatwick & Guildford

Are you interested in an apprenticeship in accountancy and want to find out more?

BDO is accountancy and business advisory firm, operating in 18 offices across the UK, employing 3,500 people. They are extremely passionate about recruiting School Leavers into their Accountancy Early in Career Programmes which supports students to obtain a reputable qualification and valuable experience at BDO UK.

Early in Career are hosting **Insight Days in Gatwick & Guildford** which gives students an opportunity to take a tour of the BDO offices, liaise with current trainees, get some detailed application tips and find out all the roles available to them in advance!

To find out more, please click the links below:

BDO Guildford: [Apply here:](#)

Thursday 5th April 2018

BDO Gatwick: [Apply here:](#)

Friday 6th 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

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 website london.ac.uk/tasters

King's College, London - Chemistry Summer School – 9-13 July

Preference will be given to students who have not yet undertaken a lab based work experience or summer school. Applications are open to all students, not just those within London. To apply, please complete the application form and return your completed forms to [Dr Helen Coulshed](mailto:Dr.Helen.Coulshed@kcl.ac.uk) by midnight on 31st March 2018.

<https://www.kcl.ac.uk/nms/depts/chemistry/Outreach/Chemistry-Summer-School.aspx>

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

All Students

Journalism opportunities for sixth form students – News associates

- Journalism masterclass

This Easter break News Associates are holding a free journalism masterclass from their Wimbledon offices on Wednesday, April 4 from 12pm-3:30pm. The session will include both written and broadcast exercises run by their award-winning training team. Students will also get a chance to quiz the head of journalism about getting into journalism and meet the students on the BA (Hons) Journalism degree.

- **Work experience**

News Associates are opening the doors to their South West Londoner newsroom this July 23-27. Students will get the chance to interview people and write stories – not just make tea.

You can also read more by clicking here: <http://schoolofjournalism.co.uk/>

If you would like more information, please email Lucy Dyer: ldyer@newsassociates.co.uk

British Airways Gliding to Solo Scholarships – apply now!

British Airways is working in partnership with the Air League Trust to provide scholarships to young people, aiming to give students the opportunity to kick start their flying career. All students who are successful in being selected for the scholarship will also be offered a work experience placement within British Airways: <https://jobs.ba.com/jobs/vacancy/air-league-trust-gliding-scholarship-2171-heathrow-airport-london/2189/description/>

Pilot Careers Live – 14 April 2018, Heathrow Airport

- The first step towards a career in aviation and aerospace (including aero engineering and air traffic control)
- Saturday 14 April 10am – 4.30pm
- Sofitel Terminal 5, Heathrow Airport

For full event details and discounted student tickets, please visit

<https://www.airpilots.org/career-matters/pilot-careers-live/>

London Graduate Fashion Week – starts 3 June 2018

- For all students thinking about a fashion degree
- Graduates from all of the creative universities will be there showcasing their work.
- Tickets start at £8

<http://www.graduatemodelweek.com/buy-tickets>

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>

Are you looking for work experience in a professional theatre?

- Crew needed for annual summer show – Saturday 7 July 2018

Theatre Box are a performing arts school based at the Playhouse in Epsom, Surrey teaching children and young adults between the ages of 4-19 in all aspects of singing, acting and dancing.

Theatre Box are looking to assemble a stage management team who are training to go professionally into this field of work and would appreciate the experience of working with a friendly amateur group at a professional venue. Vacancies include:

- Stage manager
- Assistant stage manager
- Lighting operator
- Sound operator

London based travel costs and expenses would be paid. You would be expected to attend some rehearsals prior to the show day.

Please contact theatrebox.epsom@gmail.com for more information.

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](#)

Apprenticeship/School Leaver Opportunities

Skybreak Apprentice Customer Service Agent

The successful candidate will be looking to develop skills in delivering excellent customer service, but must already have a passion for the highest level of customer care and a buzz for travel. This role is based at Gatwick Airport; Shifts are part of the deal. You will work 4 on 2 off shift pattern across 7 days. Your shift will be 06.00 - 14.00 or 12.00 - 20.00. You must have a real interest in travel...**Closing date: 1 May 2018**

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-139195>

Irwin Mitchell Paralegal Apprenticeship

Irwin Mitchell's paralegal apprenticeship programme gives you the opportunity to begin a legal career and join one of the UK's most successful and respected law firms. This is an exciting opportunity to join the personal injury team in their London office. **Closing date: 9 April 2018**

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-247585>

Field Fisher Apprentice Solicitor – London

This is a 6 year programme where you will be building up your career in a top city law firm, earning, learning and developing essential business skills. You will obtain a degree while you are employed, with no university student debt.

Click [here](#) to apply. **Deadline 1 May 2018**

You can find more information about the Solicitor Apprenticeship Programme on the link below: <https://www.law.ac.uk/apprenticeships/students/>

Schroders School Leaver opportunities – asset management

Schroders is a world-class asset manager operating from 29 countries across Europe, the Americas, Asia and the Middle East.

- Schroders are looking for 20 applicants across their traineeship and apprenticeship opportunities in the industry.

<http://www.schroders.com/en/people/starting-out/trainee-programme/>

Technology Apprenticeship

Closing date: 30/04/2018

Start date: 3/09/2018

London

Technology Apprenticeship

Finance Apprenticeship

Closing date: 30/04/2018

Start date: 3/09/2018

London

Finance Apprenticeship

Traineeship Programme (12 month fixed term)

Closing date: 30/04/2018

Start date: 3/09/2018

London

Traineeship Programme

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>

Digital Marketer Apprenticeship – Google UK

This is a new programme that aims to provide the skills you need to become a Digital Marketer. Click [here](#) to for more information and to apply. **Closing date: 29 April 2018**

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/careers/trainee-schemes-and-apprenticeships/production/production-apprentices>

O2 Apprenticeship Programme

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

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

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/>

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/>

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 Portsmouth taster day

- Architecture
- Music & Sound Technology,
- Media,
- Film Production,
- Illustration
- Motion Capture

Date: Thursday 19th April

Time: 9.30am until 3.30pm

If you would like to attend or for further information, please email Ruth Walton : ruth.walton@port.ac.uk or call 07803 496 241.

City, University of London – Engineering taster course

City's Taster Days and Sessions are for current lower sixth, year 12 students. They will provide you with a unique insight into degree-level study. They are in the style of mock lectures, practical workshops and group work sessions designed to introduce students to a variety of academic disciplines.

University of Greenwich taster day summer programme

- Wednesday 6 June
[Nursing and Paramedic Science](#)
- Wednesday 27 June
[Education and Community Studies](#)
- Tuesday 3 July
[Business and Finance](#)
[Economics](#)
[Tourism, Hospitality and Events](#)

Cardiff University – Medicine taster days

- Friday 22 June and Saturday 23 June 2018, Heath Park Campus

Prospective medical students are invited to bring one parent/ guardian with them but are also welcome to come on their own.

Tickets for this popular event are free but do need to be booked:

<https://cumedicine2018.eventbrite.co.uk>

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](#)

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/>
- <https://www.lawcareers.net/Starting-Out/Law-Apprenticeships-Guide/LegalApprenticeshipVacancies>

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

Hobbledown Farm, Epsom – weekend and school holiday work

Hobbledown Adventure Park and Zoo is looking for energetic, confident and friendly people to join their team in a variety of different roles:

- Play team/Activity hosts
- Party hosts
- Meet & Greet Parties team
- Admissions & Shop team
- Events team
- Food & Beverage servers
- Kitchen team
- Call centre sales people

Please email your CV and Cover letter to headhobblers@hobbledown.com
<https://www.hobbledown.com/>

Sandcross School – Breakfast/After School Club – playworkers

OSCAHS are currently looking for part time staff to help in their breakfast and after school club based within Sandcross Primary School, Reigate. This is an ideal opportunity for someone looking for work experience in a childcare environment or looking to work in Sports coaching.

- Term time only (up to 15 hours per week)
- Competitive salary
- Training opportunities

For more information, please contact Elaine Beach on 07803 182819 | elaine@oscahs.co.uk | www.oscahs.com

Explore Learning, Redhill – part time tutors required

Explore learning is a tuition company for children ages 4-14 and the role would be fantastic for those exploring the possibility of teaching. Explore asks for a commitment of 8 hours per week, so the job would not interfere with your studies. It's a rewarding part-time job where you will form part of a really close-knit team dedicated to bringing children's learning to life and helping us to create fearless learners.

Check out the website www.explorelearning.co.uk/careers to apply!

