



Monday 18 June 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.**

Upper Sixth Important Notices

Not going to University? Want to find out more about apprenticeships in the local area?

- Come to the Alternatives to Higher Education evening and Careers Fair at Reigate College – **Thursday 28 June 6.30 – 8pm (also open to Lower Sixth students).**
On the evening, 25 employers will be available to talk to you about apprenticeships and employment opportunities within their organisations.
Please confirm your attendance by clicking the link in the invitation which was emailed to you last week.

Lower Sixth Important Notices

Progression Day – Thursday 28 June 18, 2018

- A timetable was emailed to you on Friday 8 June.
- Attendance is compulsory – registers will be taken.
- As per the email, you will need to sign up for two afternoon talks.
- Registration for the talks will close at 4pm tomorrow.

University Open Days – June/July 2018

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

University of Surrey – 22 and 23 June

Queen Mary, University of London – 22 and 23 June

University of Manchester – 22 and 23 June

King's College, London – 23 June

University of Brighton – 23 June

University of Bath – 22 and 23 June

University of Birmingham – 22 and 23 June

University of Liverpool – 22 and 23 June

University of Warwick – 22 and 23 June

London Southbank University – 23 June

Brunel University, London – 23 June

Edge Hotel School, University of Essex – 23 June

NESCOT – 23 June

Ravensbourne, London – 23 June

University of Essex – 23 June

University of Sheffield – 23 June

Academy of Contemporary Music, Guildford – 24 June

Imperial College, London – 27 June

University of Plymouth – 27 June

University of West London – 27 June

Newcastle University – 29 June

Loughborough University – 29 and 30 June

University College London – 29 and 30 June

University of Nottingham – 29 and 30 June

University of York – 29 June

University of Chichester – 30 June

City, University of London – 30 June

Lancaster University – 30 June

London Metropolitan University – 30 June

Oxford Brookes University – 30 June

London South Bank University – Summer Taster Days

Over the next few weeks, London South Bank University (LSBU) will be offering a range of free activities for school and college students. Below you will find information on some of the Taster and Experience Days coming up.

Taster and Experience Days are designed to offer students a taste of studying at university and provide students with a valuable insight into the different subjects offered at degree level, and how they are taught. They are all great opportunities for students to sample various disciplines and subjects.

Monday 25 th June 2018	10:15 – 15:30 (lunch provided)	Social Sciences Taster Day (Criminology, History, International Relations, Politics, Sociology)
Tuesday 26 th June 2018	10:00 – 15:30 (lunch provided)	Law Taster Day
Tuesday 26 th June 2018	10:00 – 15:30 (lunch provided)	Urban, Environment and Leisure Studies Taster Day (Events and Entertainment Management, Housing, Human Geography, Planning, Tourism Management)
Wednesday 27 th June 2018	10:00 – 13:30 (lunch provided)	Education Taster Day

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

All Students

Westminster Film Workshops (Summer School)

- **Date:** (Tuesday 24th July till Saturday 28th July 2018) [5 sessions]
- **Where:** University of Westminster (Harrow Campus)
- **Price:** Free for students!
- **Year Group:** Year 11,12,13

Are you interested in studying Film? Want to have a go at making a Film or TV programme?

Students will be asked in advance to prepare an idea or a few ideas for a short film with up to 4 actors shooting in either a simple set studio, or in a location on campus, which would need pre-approval, such as the library, canteen, Students' Union bar, a classroom, sports hall or anywhere else on site.

Shooting will take place over 2 days in groups of 8, with one group having 4 people in the crew and potential of up to 4 actors who shoot for one day then the group switch crew/acting and shoot a different film the next day.

Who Can Take Part?

Open to Year 12 and 13 students. Please note that this is a 5 day programme over a period and takes place Tuesday - Saturday

Please email Careers@reigate.ac.uk for an application form.

Once the Film Team reviews the applications they'll notify students of their place on the workshops.

Work Experience Opportunities

Are you looking for or thinking about work experience?

Work Experience is essential for certain Careers (**Medical/Veterinary/Dentistry related Careers, Law and Primary Teaching**). For other courses and future careers it may be desirable but not essential.

Work Experience, where possible should be arranged around your timetable or in the holidays. In response to enquiries about summer placements, you should aim to arrange placements during July & August after lessons cease on Friday 29 June.

There is no set week for Work Experience and you need to be proactive in seeking opportunities yourself. If we have an opportunity to share then this will normally go into the **Careers Bulletin** so please keep up to date and read this **every week**. If you have any questions, or require support please contact workexperience@reigate.ac.uk and the Work Experience coordinator Sam Burnett will be pleased to help.

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>

Grant Thornton Work Experience – October Half Term, Gatwick Office

Grant Thornton are offering two Reigate College Students the opportunity to learn about the accountancy profession, through work experience during October Half Term. The work experience will provide an insight into audit, tax and some marketing/advisory services at their Gatwick office.

If you would like to apply for this opportunity please register your interest with Sam Burnett, Work Experience Coordinator workexperience@reigate.ac.uk you will then need to send your CV and a short paragraph detailing why you are interested in the opportunity.

National Trust Work Experience – Box Hill – apply now!

- We're looking for eight students, who are interested in a career in the countryside, for a week's work experience with our Ranger teams.
- 9 – 13 July 2018
- Includes: tree surveys, looking after grasslands and doing some work in the woodlands
- Only eight spaces available, so be quick!

Contact learningboxhill@nationaltrust.org.uk for an application form and more information.

Jeremy Breeveld
Work Experience Coordinator
Tel: 01306 878554

Campbell Reith, Redhill – Consulting Engineers

Campbell Reith are potentially offering a week's unpaid work experience during early August for a Student keen to learn about their business.

Spending time with them would help you understand who they are and what they do within structural, civil, geotechnical, geo-environmental and traffic engineering.

If this is something which appeals, then please liaise with the College workexperience coordinator, **Sam Burnett**.

You should e-mail Sam ASAP with your CV and include a paragraph or covering note to explain your interest in this placement and dates available during August.

<https://www.campbellreith.com/>

Osborne, Reigate – work experience in the construction industry

Local firm Osborne is a leading solutions provider for the built environment. If you are looking into a Career within the Construction industry then an opportunity to gain an insight into the company, experiencing project management or quantity surveying could be possible this summer! Time is of the essence, if this is something which lights a spark, then do contact Sam Burnett, Work Experience Coordinator.

In order to express your interest you must e-mail your CV and covering note (explaining why this placement is of interest and what areas interest you) and state your availability during July & August.

There are limited spaces and expressions of interest will be submitted to the company next week. Please e-mail Sam to apply workexperience@reigate.ac.uk
<https://www.osborne.co.uk/>

Paid Work Experience Opportunity / Travelers Insurance

Travelers is a leading international Insurance company who have an exciting opportunity for an upper sixth student to join their Operations team in Redhill on an 8 week internship this summer. Working closely with and learning from your team members, your role will involve duties such as checking, logging and filing information related to insurance policies. This is an 8 week programme running from 9 July to 31 August paying £7.35 per hour. To be considered please email your CV to Ruth Westbrook Rwestbro@travelers.com.

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.

Closing date: 30 June 2018

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

Karen Millen Marketing Apprenticeship

- **£18K London**

We are looking for an apprentice who will responsible for coordinating our email, mobile app, and SMS marketing communications day-to-day, supporting in building and implementing digital campaigns. This role will report into the Email Marketing Manager.

<https://jobs.archapprentices.co.uk/jobs/email-marketing-specialist-at-karen-millen-in-london/>

Fidelity Technology Apprenticeship Programme – apply now!

- Minimum starting salary: £17,500 (as part of a wider package)
- Starting date: 24 September 2018
- Location: Kingswood, Oakhill or London offices.

Apprentices start their career as part of a global company with a long history, renowned for integrity, innovation and excellence where everyone who joins is valued as a person first and an employee second. They will receive world class training and development that will enable them to exceed their potential and enjoy outstanding career success.

We have a final few roles remaining on our Technology programme where you will help provide the technology services that underpin every area of the global Fidelity business. We look for keen learners, with good communication skills and the ability to work well in team.

The deadline for applications is fast approaching so interested students will need to apply ASAP.

Roles available:

1. **Collaboration Services Apprentice** - Location: Kingswood/Oakhill - Apprentice training standard: Level 4 Software Developer
2. **Data Services Apprentice** - Location: Kingswood/Oakhill - Apprentice training standard: Level 4 - Data Analyst
3. **DPS Apprentice** - Location: Kingswood/Oakhill - Apprentice training standard: Level 3 Infrastructure Technician
4. **Business Analyst Apprentice** - Location: Oakhill, Kent - Apprentice training standard: Level 4 - Information Systems Business Analyst
5. **Apprentice Test Engineer** - Location: Cannon Street, London - Apprentice training standard: Level 4 Software Tester
6. **Windows and Virtualisation Apprentice** - Location: Oakhill, Kent - Apprentice training standard: Level 3 Infrastructure Technician

University of Law – IT Apprenticeship

- **Approx. £16K, London**

You will be responsible for providing an on-site, technical support service for PCs, MFDs, WiFi and classroom teaching equipment, ensuring that equipment and software is completely functional and optimised at all times for students, staff and other customers.

<https://www.law.ac.uk/about/job-vacancies/>

<https://www.notgoingtouni.co.uk/opportunity/the-university-of-law-it-support-technician-49895>

Apprentice HR Assistant at HM Treasury

- **£19K, Westminster**

The Treasury is the United Kingdom's economics and finance ministry. It is responsible for formulating and implementing the government's financial and economic policy. Its aim is to raise the rate of sustainable growth and achieve rising prosperity and a better quality of life with economic and employment opportunities for all.

<https://jobs.archapprentices.co.uk/jobs/apprentice-hr-assistant-at-hm-treasury-in-westminster/>

CTS Apprenticeship Recruitment, Crawley

L3 Commercial Training Solutions is at the global forefront of airline pilot training, resourcing and simulation. CTS are recruiting for the following:

- **HR Apprentice**

We are looking for someone who has the energy and passion to build effective relationships within our HR team as well as with our Managers and employees. Hungry to continue to learn and grow, you will be flexible and happy to roll up your sleeves to ensure our HR offering is well positioned with our business. We like to collaborate so as a strong team player, you will be able to demonstrate your team working ability and will be a very organised and analytical thinker.

- **Electrical Engineering Apprentice**

The purpose of this job is to learn the Electrical and Mechanical Cad tools we use, increasing their knowledge in Engineering and Design. The long term aim is to become a proficient Electrical Engineer but with a good understanding of the mechanical design as well.

For job description and requirements please visit:

<https://www.l3cts.com/l3-professional-development-scheme>

ITV Apprenticeships – various opportunities, closing Wednesday!

- ITV News
- Talent Team Assistant
- Commissioning
- Broadcast Operations (Schedule Coordinator)
- Daytime (Competitions Production)
- Global Entertainment Content Operations
- Global Entertainment Kids (Sales)
- Daytime Junior Journalist
- Marketing

Please check your Level 3 qualifications meet the eligibility conditions for each role.

<https://www.indeed.co.uk/jobs?q=ITV+apprenticeships&l=London>

<http://www.itvjobs.com/workinghere/entry-careers/apprenticeship-programme/>

Bespoke Business Software Ltd – Junior Web application developer

This is a fantastic opportunity for a talented young developer to join a fast growing and innovative startup. Bespoke Business Software Ltd work with companies across a huge breadth of industries, this includes marketing, events, recruitment, manufacturing and hardware installation.

- Salary: £20,000
- Redhill

For full job description and person specification please email Careers@reigate.ac.uk.

To apply, please send a covering letter and CV to Alastair Badman:

alastair@bespokebusinesssoftware.com

www.bespokebusinesssoftware.com

AON Apprenticeship Programme, Epsom office

AON is one of the world's most successful professional services companies, helping the biggest names in business plan for every eventuality, through Pensions, Insurance, Investment Consulting and Human Capital Consulting.

- **Actuarial apprenticeship** (104 UCAS points, including grade B or above in a Maths-related subject)
- **Pensions Consultant apprenticeship** (104 UCAS points)
- Salary - £18k plus benefits
- Comprehensive on-the-job training
- Full support towards professional qualifications

Closing date: 29 June 2018

<http://www.aonearlycareers.co.uk/apprenticeships>

<http://www.aonearlycareers.co.uk/apply-application-process>

Planning Technical Support Apprentice Crawley Borough Council

Take your first steps towards a **career in planning** through this opportunity to join our small and friendly Development Management Team. Learn how we support the council in making better and more sustainable places for everyone to live, work and enjoy. We provide advice on and make decisions about planning applications.

- Desirable qualifications: A levels at grade C and above or equivalent or you expect to have this by 31 August 2018) in subjects related to planning.

Closing date: 29 July 2018

<https://www.findapprenticeship.service.gov.uk/apprenticeship/-257822>

Thinking about studying in the U.S?

Are you interested in going to university in the United States? Are you unsure how to secure funding?

Come to one of our seminars to learn about the admissions process and financial aid from experts in the field.

Seminars offer an in-depth view of undergraduate admissions, providing a [step-by-step guide](#) to the application process, including:

- Choosing the right institution
- Admissions tests
- Funding opportunities
- Followed by a Q&A with our advisers

Tuesday 26 June - Study in the USA Seminar: June

[Register now for
Study in the USA: June](#)

Tuesday 10 July - Study in the USA Seminar: Finding Financial Aid

Register now for
Study in the USA: Finding Financial Aid

This seminar has a particular focus on financial aid. Only open to students/parents meeting set criteria - see event page: <http://www.fulbright.org.uk/events/study-in-the-usa-seminar-finding-financial-aid-july>

Free to attend through a £10 refundable deposit.

University Taster days

University of Hertfordshire Taster Days

- Physiotherapy taster day - Wednesday 11 July, 10:30-15:00

For more information/to book please visit www.herts.ac.uk/about-us/events/2018/july/physiotherapy-taster-day-for-year-12-students

- Psychology taster day - Tuesday 26 June, 9:30-15:00

This free day will comprise of a Key Note session followed by the opportunity to participate in 3 different lecture style activities during the day. There will be a lively presentation from Dr Peter Lovatt on the Psychology of Dance (as presented in the OCR A Level syllabus) to close the day. There are limited places, so please book early to avoid disappointment. For further details/to book [click here](#)

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

Want a job that fits around your studies...? Saving for a holiday...?

Reigate Breakfast Club & Reigate Tea Club Need You:

Play workers Wanted

- **Personal Specification:** Fun-loving and reliable with lots of energy, you will need to be able to communicate well with children and their parents/carers. Some experience working with children, e.g. babysitting, preferred.
- **Who are we?** We are a local childcare company offering term time before-school and after-school care for children aged 4-11. We are also looking staff for our holiday club due to launch this summer (running weeks commencing 20th and 27th August.) Our Breakfast Club setting, based at St Mark's, Reigate, runs from 7-8.50am. Our Tea Club at Reigate Parish Church School operates 3-6pm.
- **Job Details:** Caring for the children and creating a friendly atmosphere. Providing engaging play and learning opportunities, indoors and outside. Helping prepare a healthy snack, washing up, setting up and tidying away equipment. (Hourly pay £7.50 Play workers)

Email Becky at Reigate@theteaclubs.com for an application form. **Deadline for applications 29/6/2018. Interviews will be held week commencing 2/7/18.**

Reigate Breakfast and Tea Clubs are committed to the safeguarding of all children. All appointments are subject to receiving an enhanced disclosure from the Disclosure and Barring Service, which we consider acceptable, and two appropriate references.

Mole Country Stores, South Nutfield – Customer Service Assistant

- 6 hours a week, Sundays
- Mole Country Stores, Kings Mill Lane, South Nutfield, Redhill, Surrey RH1 5NB

As a Customer Service Assistant, you'll be the face of the store, serving customers on tills, providing an experience that is a cut above the rest. You'll need to be a positive and friendly person with an eye for accuracy and attention to detail, and the motivation to deliver outstanding customer service. If you're interested in agriculture or the great outdoors, this could be the job for you!

To apply, please register your details with the online recruitment system, this can be accessed via the "Careers" tab at www.molecountystores.co.uk

Closing date: 27th June 2018

Baby Ballet teachers required – South Wimbledon

Are you great with children? Do you like to perform?

- Teachers needed to join the team from September (Tuesdays and Saturdays)
- Applicant's need to be 18 or over

Please contact Miss Zara at Wimbledon@babyl ballet.co.uk

Great rates of pay and training will be provided.

Kumon, Caterham – part time Class Assistants needed

Kumon offers supplementary education programmes in Maths and English to 3-18 years old using the Kumon Method of Learning.

- **Position Details**

Job Title	Class Assistant (P/T).
Hours	4 hours per week.
Time	Monday and Thursday 4pm–6pm.
Salary	Up to £8.00/hr (depending on age and experience)
Location:	The Arc, 39 Weston Drive Road, Caterham, CR3 5XY

Applicants will be required to take a Maths and English proficiency test to determine their suitability. Training will be provided upon employment.

For details and further information or to apply, please contact or send CV to Caterham Study Centre, website: kumon.co.uk/caterham

T: +44 20 8654 2878

E: caterham@kumoncentre.co.uk

Reigate Priory Lacrosse Club – Lacrosse Coach needed

Reigate Priory Lacrosse Club is looking for a Lacrosse Coach for the season starting September 2018 until April 2019.

- Primarily for the juniors whose ages range from 10-15 years, in particular the U15 team who play in the SEWLA league.
- Training is on Sunday mornings in Reigate at 10am for 90mins
- Standard rates of pay apply
- We are looking for an English Lacrosse Association Level 2 qualified coach, but a Level 1 coach who is experienced and looking to work towards Level 2 may be considered.

Interested? In the first instance please contact Lisa Longstaff at womensreigatelax@outlook.com with details of your experience and availability. An appointment is subject to references and a DBS check.

Explore Learning (Redhill) – part time tutors needed

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 studies.

If you would like to be part of a really close-knit team dedicated to bringing children's learning to life, visit www.explorelearning.co.uk or email redhill@explorelearning.co.uk

Kid Co – summer holiday work, Horley/Pound hill border Join the team for fun and play!

Your job will be to assist the Kid Co team in providing safe, high quality childcare.

- Full/part time hours are available
 - Either 3 or 5 days per week throughout the summer
- Please email your CV to: lisa.foreman@kidco.ltd

La Barbe restaurant, Reigate – part time staff needed

- La Barbe Restaurant in Reigate based on Bell Street is recruiting part time waiters/waitresses. Please come in as soon as possible or contact Gurvan (restaurant manager) on 07791322772.

YMCA – summer playworkers needed – come to an open day

Looking for a fun and rewarding job this summer? Become a YMCA playworker

- Competitive rates of pay
- Free use of the YMCA Fitness Centre in Redhill
- Fantastic training opportunities
- A fun and sociable working environment
- YMCA, Sovereign Centre, Slipshatch Road, Reigate RH2 8HA.
Alternatively, apply online at: www.ymcaeastsurrey.org.uk/jobs-playworkers
Tel: 01737 779979 or Email: recruitment@ymcaeastsurrey.org.uk

Hartsfield Manor, Betchworth – part time opportunities

- Food and Beverage Assistants
- Bar Team Members

For more information or to send a CV, please email: Gareth.Adcock@hartsfieldmanor.co.uk or call 01737 845300 or visit www.hartsfieldmanor.co.uk

First Class Learning, Redhill – part time classroom assistant

First Class Learning, Redhill have a part-time opportunity for students in a Classroom Assistant role:

- 4 hours a week
- Looking for an enthusiastic, responsible person to manage a small group of students
- Required grade 8 or 9 in Maths or English GCSEs

Please send your CV to redhill@firstclasslearning.co.uk or call at 07930 526 557 to find out more.