



Monday 29th June 2020

The Careers Department is a resource that's available to all students, offering advice and information about university, apprenticeships and employment.

While the College is operating remotely, advice and guidance will still be available to students via the following routes:

- Careers queries/questions can be emailed to careers@reigate.ac.uk and these will be responded to promptly. Please read the Careers Bulletin in full before emailing, as your query may have been addressed in this correspondence.
- Career interviews can still be booked via the portal, but telephone interviews will replace a face to face interview. If your contact numbers have recently changed, please email careers@reigate.ac.uk with the telephone number you would like to be contacted on. Please read the Careers Bulletin in full before booking an interview, as your query may have been addressed in this correspondence.
- Careers resources are available via Moodle under the careers section.
- Unifrog: Students will still have access to Unifrog
- General advice for the U6th, L6th and P Students was sent out in three 'Special Bulletins' wc 4th May. These are still available on the College website for your reference.

The Careers Department will be closed from 14th July for the summer holidays, but members of the team will be in College and working remotely when the A Level and GCSE results are released to answer any queries that you may have (13th/14th August and 20th/21st August).

This is the final Bulletin for the current academic year.

U6th Notices

We would like to wish the departing U6th good luck in all their future endeavours. Please remember that former students can still access support from the College in the following ways:

- If you require a reference for employment/apprenticeship please email Sally Hopper at studentservices@reigate.ac.uk.
- Former students applying to UCAS should email careers@reigate.ac.uk and we will send you a Former Student UCAS guide, review your application and provide an academic reference.
- The Careers Bulletin is available each week on the College website for former students to access.

If you are struggling with the transition from College, especially during these unusual times, former students can also access careers help from the National Careers Service in the following ways:

- Contact an adviser using [webchat](#). This service is open from 8am to 10pm, 7 days a week.
- Phone: Call 0800 100 900 to speak to an adviser. Lines are open from 8am to 10pm, 7 days a week. Calls are free from landlines and most mobile numbers.
- [Send us an online message](#) to ask an adviser a question, report a technical issue or tell us what you think about our service.
- Callback: Tell us your phone number and an adviser will [call you back](#).
- Face-to-face advice: Call 0800 100 900 to find out if you're eligible for a face-to-face appointment with an adviser.
- Text: Text your name and the word ADVICE to 07766 413219 and an adviser will call you back for free.

Career Interviews can also sometimes be arranged through your local Job Centre, so it is worth speaking to an adviser about this.

Join Reigate College Alumni

If you have not yet done so, please sign up to our Alumni to keep in touch and let us know how you are getting on. You can find details of how to do this by visiting: <https://networks.futurefirst.org.uk/student/reigatecollege>.

Apprenticeships / Employment

At the End of the Bulletin are a selection of opportunities currently being advertised. Remember you can search for apprenticeships at <https://www.gov.uk/apply-apprenticeship> and we recommend the website <https://www.indeed.co.uk/> for looking for local and national employment opportunities.

L6th Notices

Following on from Progression Week

We hope that you found Progression Week useful and were able to keep up with the daily activities alongside your studies. To help you continue researching and exploring opportunities over the summer break, all resources have been saved on Moodle/Careers/Progression Week and can be accessed by clicking on the [link](#)

U6th Tutorial Pathway

On Monday 22nd June all U6th Students will have received an email requesting them to select an U6th Tutorial Pathway. The deadline for responding to this email is Friday 3rd July.

Predicted Grades for next Year

At 5pm on Wednesday 1 July you will be receiving your predicted grades for the Level 3 qualifications that you are studying at College. If you are thinking of applying to university and wish to calculate the UCAS tariff points for your grades, please either refer to the College Student UCAS guide which has this information, or the [UCAS tariff point calculator](#)

Virtual University Events and Open Days

Universities have made a concerted effort to replace their live open days with virtual events and information session. Below is the offering from Reading University and Queen Mary University London, but if you are interested in a certain institution you are likely to find similar offerings on their webpages. A list of university virtual events can be found at <https://www.opendays.com/>

University of Reading Advice and guidance webinars

- Student finance for Yr 12 - Monday 29th June 2pm - [Register](#)
- Student Life with Luisa - Wednesday 1st July 10:30am - [Register](#)
- Why study at the University of Reading? - Wednesday 1st July 1:30pm - [Register](#)
- How to choose your University and course? - Monday 6th July 2pm - [Register](#)
- Things I wish I had known..... before applying to university - Wednesday 8th July 1:30pm - [Register](#)

University of Reading Subject Spotlight webinars

- Accounting - Monday 6th July 1pm - [Register](#)
- English Literature - Wednesday 8th July 10:30 - [Register](#)
- English Language and Linguistics - Wednesday 15th July 10:30 - [Register](#)

Queen Mary University London Y12 University Support Course

The aim of the course is to make participants confident to start the application process, support them to think about how to write and gather content for a personal statement, and enable them to 'try out' some academic subjects. We will also cover student finance and funding, and participants will have the opportunity to ask one of our current students any questions they have about university.

Course Outline:

(NB: all resources remain accessible to students over summer, however live sessions will be timetabled throughout July 2020)

1. Week 1 - Researching courses and universities (online short course)
2. Week 1 – Academic taster subject lectures (videos - delivered by our academics)
3. Week 2 - Applying to University (online short course)
4. Week 2 - Personal Statements (live webinar)
5. Week 3 - Student Finance (online short course)
6. Week 3 - Ambassador Q&A (live webinar)

In order to access the course, students will be required to complete our registration form. We will then provide them with their own individual login details, so that they can access the course on the university's virtual learning environment. Students wishing to register for the online course will need to complete the following registration form **by 5pm on Wednesday 1st July**: https://survey.eu.qualtrics.com/jfe/form/SV_3TM9ld75cghDjWR

Applying for Medicine and Healthcare Courses?

Cardiff University Resources for those interested in Medicine and Healthcare, included virtual work experience. To access the on-line resources please [click here](#)

Portsmouth University 'Applying to healthcare courses' webinar on 29th July. For further information and to register, please [click here](#)

Pathway Pre-Employment Virtual Events

29th June at 2pm: The Institute of Chartered Accountants Q&A: The webinar will be featuring apprentice volunteers who have completed the qualifications on offer. You'll have the opportunity to ask them questions and discuss any relevant topics. To find out more and to register, please [click here](#)

30th June at 2pm JLL (Real Estate Company) Do you want to put your skills to action? JLL, a leading real estate company are running an interactive session on Tuesday 30th June at 2pm. This is a great opportunity for you to utilise your skills and work with others. You'll also hear some top tips from JLL! For further information and to register, please [click here](#)

1st July at 2pm Bayer Pharmaceuticals: Pathways are running a webinar with Bayer Pharmaceuticals, who are a pharmaceuticals company committed to the principles of sustainable development, whose products aim to improve people's quality of life. The webinar will feature apprentices from Bayer Pharmaceuticals' science lab, who will talk about their experiences and answer your questions. An exciting opportunity to join one of their experience days will also be introduced. To register please [click here](#)

2nd July at 2pm CGI (Technology Company) Are you interested in technology? Do you want to build a career in this field? On Thursday 2nd July at 2pm, CGI, a global information technology consulting company is joining Pathway for an exciting webinar. Join the session to get an insight into CGI as a company, hear some personal stories of young apprentices and to find out the opportunities CGI are offering to school leavers. For further information and to register, please [click here](#)

PwC All New Virtual Classroom

We're really excited to launch our new [Virtual Classroom](#) - a programme open to all students between Years 10 and 13. The programme combines both live and pre-recorded sessions which will provide students with an insight into PwC and an opportunity to develop their employability skills. They'll also have the chance to engage with a range of PwC ambassadors through the interactive live sessions, whilst enabling the flexibility to watch and listen to the recorded sessions at a time best suited to them each week.

We recognise that they'll continue to have school or college commitments during the four-week period so we've made the virtual programme as flexible as possible.

[Check our website](#) for the times and dates for each of the live sessions and details of how to sign up. We'll also be running a session specifically for parents, carers and teachers.

Work Experience

Speakers for Schools (S4S) have added **4 new virtual work experience opportunities** since the last update. Several students have now had placements confirmed which is excellent and we hope you find them beneficial.

All Students are welcome to browse the opportunities, however **we have been advised that the Employers will be prioritising Students who have not had access to work experience and those in receipt of FSM/Bursary**. There are only a limited number of places available, the Employers allocate spaces and will prioritise based on those who they feel will benefit most and without access to experience from contacts with family/friends. If you decide to apply we recommend you submit your application as soon as possible to avoid missing out. The closing date is indicated but this can (and does) change, the Employer can close applications at their discretion.

Click on the links to view the opportunity and find out more.

- Make the world cleaner and healthier with Johnson Matthey - [Click Here To Apply](#)
- Work on a Sustainable Design Project with Morgan Sindall Construction - [Click Here To Apply](#)
- Virtual Work Experience with one of the UK's leading entertainment communication agencies. - [Click Here To Apply](#)
- Understanding the world of work - Construction and Business Management Work Experience Week - [Click Here To Apply](#)

What happens next? In order to apply you need to create an Experience account, complete your profile and then complete the application questions. Once your application is received, the work experience team are asked to approve your application and we contact parents/guardian and ask them to provide consent. **When you create your account please can you use your Reigate College e-mail address.**

Please note the College Work Experience Department work term-time only and will not be checking e-mails during the Summer holidays, therefore **The last date for submitting applications for Reigate College Students is Monday 6th July** – this allows time for us to complete the application process before the last day of term (Tuesday 14th July).

If you would like to register <https://www.s4snextgen.org/> then you will be able to check regularly for new opportunities by accessing their portal. Please e-mail Amy/Sam workexperience@reigate.ac.uk if you have questions

Inspiration (online Vtalks)

Check out these talks to see if there is anything relevant or interesting [Inspiration VTalks](#)

Grant Thornton Virtual Information Session

Do you want to explore Accountancy? Do you understand what the career involves and what a trainee would do on a day to day basis?

Grant Thornton are offering a virtual session to find out more about a career in accountancy. You are invited to come along to a session with current trainees find out more about what a career looks like in Audit & Tax.

It will be an interactive session with lots of opportunity for Q&A. This will take place during the afternoon on Tuesday 7th July and should last around an hour starting at 2pm.

Please note your formal timetable of virtual learning will end on Friday 3rd July so there will be no timetable clashes to worry about!

If you would like to participate in this virtual session, please e-mail workexperience@reigate.ac.uk we need to know numbers in advance so it is important you reply to confirm.

We will reply to confirm your space and send a link for the meeting.

Virtual Work Experience with RWE

On Wednesday 15th July, RWE, a trusted partner for electricity generation will be running a Virtual Work Experience Day. During the day, you'll gain insight into the professional world and have the chance to participate in interactive sessions, such as interactive problem-solving workshops. To apply for the Virtual Work Experience Day with RWE, you need to answer a few short questions [Click here to apply](#)

If your application is successful, **Pathway CTM** will get in touch with you to discuss next steps and confirm your place. Please e-mail Sam/Amy (work experience team) if you have any questions.

[Tideway Engineering and STEM Work Experience](#)

21 July 10am - 12.30pm

This is a great interactive opportunity to find out more about careers in engineering and early careers opportunities with Tideway, including an apprenticeship workshop.

Tideway are re-connecting London with the River Thames, by building a 25km Super Sewer under the Thames to intercept those nasty spills and clean up our river for the good of the city.

To apply, you will need to prepare a short motivation statement about why you want to attend the session and submit this via the [Uptree website](#) (see below). Student's should find out if they are successful one week before the event.

Boosting your career prospects with Uptree.

Uptree is a free professional careers platform for students aged 16+. Uptree helps you gain work experience and employability skills, supporting you from school to the career you will be proud of.

STEP ONE: Follow us on social media for more updates on what's coming up @getuptree, Register for an Uptreeaccount at www.uptree.co

STEP TWO: Complete your profile, including: school, exam results & personal

STEP THREE: summary. Pick an event you're interested in and register for it. You'll need a short motivation statement.

STEP FOUR: Sit tight whilst we review your application. You will find out one week before the event if you're successful.

STEP FIVE: Attend the event and boost your employability!

Apprenticeships / Employment

Apprentice Dental Nurse Level 3 Smile Dental Practice

Do you have a caring nature and want a profession you can use for life, then becoming a qualified dental nurse could be just for you. This is a rare opportunity to join our busy and friendly dental practice and work towards a professional qualification. For further information and to apply, please [click here](#)

Degree Apprentice Building Control Surveyor (Technician) Horsham District Council

You will work with our busy Building Control team who are responsible for the planning, development and valuation of built environment projects. Whilst working you will study to attain a Level 6 BSc Honours Degree in Building Control Surveying at The University of Wolverhampton. For further information and to apply, please [click here](#)

Bloomberg Degree Apprenticeships

Bloombergs' Degree Apprenticeships are now live. We will be offering 2 Degrees this year and you can click on the links to apply below:

Global Data: Digital Technology Solutions (Data Analyst Specialism) - Level 6 Degree Apprenticeship

Read more and apply [here](#)

Analytics: Applied Finance - Level 6 Degree Apprenticeship

Read more and apply [here](#)

Digital Marketer Financial Analyst Apprentice - FINANCIALJUICE LIMITED

We are currently seeking an ambitious Digital Marketer/MACRO Market Analyst Apprentice to join our company based in Horley. This role combines digital marketing with analysis work of the forex, commodities, fixed income and stock markets.

For further information and to apply please [click here](#) Closing date 25th July

AAT Apprentice - PEACHEY & CO (ACCOUNTANTS) LIMITED

A fantastic opportunity is now available to be an Apprentice Accountant within a small and friendly busy office environment. Excellent basic salary, real career progression opportunity for the right person. You will gain a full Accountancy qualification studying for an ICAEW qualification. For further information and to apply, please [click here](#) Closing date 7th July

Warehouse Apprenticeship – INTERNATIONAL LOGISTICS GROUP LIMITED

As an Apprentice Warehouse Assistant, you will work as a member of the team learning about every aspect of the smooth running of our busy warehouses, from producing an order pick list to the final dispatch of goods, as well as supporting and assisting with stock control. For further information and to apply, please [click here](#) Closing date 3rd July

IT Support Analyst Apprentice - GENISTAR AFFILIATES LIMITED

The apprentice will involve providing 1st and 2nd line support to users and their queries along with providing technical support. If the post holder was successful in their role, the client has the capacity and ability to offer them an exciting career within the company. For further information and to apply please [click here](#) Closing date 16th July

Field Technician Apprenticeship - Virgin Media

Are You a Tech Head Looking to Connect People? Want to join the front line of one of the UK's most free-thinking and fun-loving companies? Are you keen to continue studying, learning and working towards professional qualifications? Join us on our 15-month Field Technician Apprenticeship Scheme and you can do both. For further information and to apply please [click here](#) closing date 31st August

Teaching Assistant Apprentice - Woodlands School (Leatherhead)

Teaching Assistant Apprentices form part of our dedicated team and will work as part of that team helping pupils to

achieve their goals. They will support the class teacher in delivering the curriculum to all pupils. For further information and to apply please [click here](#) Closing date 30th June

For Further Apprenticeship Opportunities please search at

<https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>

Employment Opportunities

Esure Administrator (Reigate)

esure Group are looking for an Administrator to support our Business Continuity team based at our Reigate head office. You will be working closely with a number of internal stakeholders to ensure the continuity processes are understood, recorded and in line with business best practice, ensuring the continuity of esure Group's business. A Business Continuity background is not essential. We are looking for a candidate with outstanding communication skills, good Excel knowledge with the capability to pick up new IT systems and programmes, and the ability to offer creative solutions and ideas to improve performance. For further information and to apply please [click here](#)

Next Summer Support Team – Crawley

As a Summer Support Team member, you will:

- Work on the salesfloor, in the stockroom, or both
- Offer friendly service to all of our customers
- Help get stock to the salesfloor beautifully presented and ready to be snapped up by our customers
- Keep the salesfloors looking fantastic and easy to shop from

To apply please [click here](#)

For Further Employment Opportunities please search at <https://www.indeed.co.uk/>

New Job Sites

The government has launched two new job sites:

Job Help [JOB HELP](#)

This includes information about critical jobs which are currently high profile, ideas for job searching, transferable skills, working safely and competency based applications

Skills Toolkit [the skills toolkit](#)

Free digital and numeracy courses to help build skills

The local Job Centres also run two twitter accounts @JCPinSussex and @JCPinSurrey These feature job searching tips, vacancies and virtual opportunities

Other Sources of Help / Information:

- **Barclays Life Skills** [Barclays Life Skills](#)
Tips to improve career prospects, start own business, write cv, prepare for interviews
- **CIPD Steps Ahead Mentoring** [Steps Ahead](#)
18 to 24 years old and returning parents and carers referred by the jobcentre. Advice on CV, jobsearch, interviews and employability including on-line mentoring sessions
- **Lloyds Bank Academy** [Lloyds Academy](#)
Digital skills for everyday life and business
- **National Careers service** [NCS](#)
Careers explorer by sector, on-line skills assessment, find a course, advice on how to find a job and tools

needed to find a job

- **Princes Trust** [Princes Trust](#)

18-30 years

Building confidence, getting a job, starting a business

- **Skills to Succeed** [Skills to Succeed](#)

Beginning career search, interview techniques, looking for work, changing jobs. Access Code for school learners DW1SC1

- **Target Careers** [Target Careers](#)

Technical apprenticeships, army entry level and officers

