

CAREERS & PROGRESSION NEWSLETTER

THIS ISSUE

23rd September 2024

In this edition, we have local and virtual work experience opportunities, and apprenticeship information with BP, IBM and Mace Ltd. We have masterclasses with InvestIn, The British Army, Gresham College. We a spotlight on Recruitment & HR, and have plenty of university information with the University of Lincoln, University of Portsmouth, University of Sheffield and University of Dundee.

Be sure to complete the Google Form to be in with the chance of winning a £10 Amazon voucher!

Many thanks,

The Careers Team

#SEEYOURFUTURE

CENTRE FOR

PROFESSIONAL DEVELOPMENT

Fancy being in with the chance of winning a £10 Amazon voucher?

Complete [this](#) short feedback survey to be in the draw!

Personal and Professional Development

By now, you should all have signed up for what you want to do in your Personal and Professional Development slot on your timetable.

Your choice of PPD should be on your timetable to start this week, but if you have any issues or queries please contact the Personal and Professional Development team by emailing ppd@franklin.ac.uk or going to their office, which is located opposite Room 50.

Career Academy

Your next sessions will be as follows:

<u>Academy</u>	<u>Company</u>	<u>Room</u>
Business	Handelsbanken	D09
Health	Navigo	D08
Law	NELC - Law Department	71
STEM	Tronox	47/48

Work Experience

If you are looking for work experience, you can view our existing opportunities [here](#).

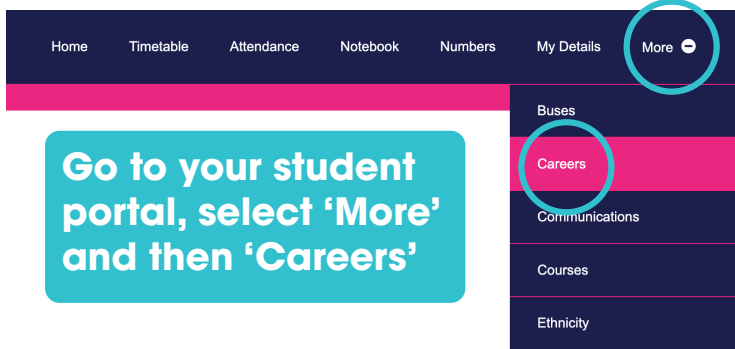
If you are interested in any of the opportunities, please email nicola.lloyd-jones@franklin.ac.uk for further information on how to apply.

Careers Appointments

If you are unsure of your next steps or want some advice and guidance about courses, training, employment, or apprenticeships – please make a careers appointment.

If you need any help, please follow the guide on the next page, or email zofia.ciopcinski@franklin.ac.uk.

How to book a Careers Appointment



Go to your student portal, select 'More' and then 'Careers'

Fill in the information on the Careers Appointment Booking page

Careers Appointment

Careers Appointment Booking

Drop in advice sessions may be available - please contact College Services.

If you would like a careers appointment please complete all of the following fields:

What work history or work experience have you had?

Do you have any medical condition or other factor which may affect your career choice?

No Yes

If yes then please give details:

What are your interests / what do you do in your spare time?

Please tell me how I can help you.

Examples: I want to be an accountant; I am interested in doing a course in nursing.

Finally, what type of interview would you prefer?

Please Select



Book an appointment (not during lessons)

1. Select a date to see a list of available appointments (not today, at the weekend or in the past).

March 2023						
Mo	Tu	We	Th	Fr	Sa	Su
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

2. Select one of the available appointments (Red text represent slots where careers are available, but you are not).

-- Select Time --

3. Book the selected appointment.

Book Appointment

You will receive a confirmation email and an appointment will be created in your Outlook Calendar. If College has your mobile number you will also receive a reminder text on the morning of your appointment.

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2. Select one of the available appointments (Red text represent slots where careers are available, but you are not).

-- Select Time --

3. Book the selected appointment.

10:00

You will receive a confirmation email and an appointment will be created in your Outlook Calendar. If College has your mobile number you will also receive a reminder text on the morning of your appointment.

Select the available appointment slot most convenient to you and book it!

WORK

EXPERIENCE

Youth Advisory Group Member with the Careers & Enterprise Company

The Careers & Enterprise Company are looking to bring together a group with a wide diversity of educational and training backgrounds who are passionate about ensuring all young people receive brilliant careers support throughout their time in education. This opportunity will help you develop your leadership skills, build close relationships with your peers, step up as a leader and so much more.

This will require 5 hours a month of your time and will look brilliant on your CV or personal statement.

Click [here](#) to apply.

Met Office Careers - Forecasting Your Future

In this Virtual Work Experience programme, you'll be guided through the diverse careers available at the Met Office, helping you visualise some of the job opportunities that your skills and talent could lead to in the future. But that's not all! Completing this work experience won't just provide you with valuable insights into Met Office careers; it also opens up the exclusive opportunity for you to apply for an in-person work experience with the Met Office!

This is available now - click [here](#) to register.

Lift Off - with the Civil Aviation Authority

Few industries capture our imagination as much as aerospace and aviation - in careers relating to these areas, the sky is no longer the limit! Although we might understand some careers found within the industry, how much do you know about the breadth of opportunities available?

This programme will take a closer look at the role of the Civil Aviation Authority as a regulator of aerospace and aviation, providing you an insight into how they promote innovation in the industry, and ensure that standards and safety is always adhered to! Throughout this programme, you'll be taken through the different areas and responsibilities of the Civil Aviation Authority, and you'll have the chance to take part in interactive activities and quizzes and speak to leading industry experts along the way!

This is available online now, click [here](#) for more information.

Geology Careers with the British Geological Survey

Join this programme with the British Geological Survey and be introduced to a diverse range of career opportunities with a world-leading organisation. You'll be introduced to the vital work of the British Geological Survey and show you how a career in geosciences can help address crucial problems. As you'll be able to see by completing this experience, a career in geology allows you to make a real difference. From protecting the environment to understanding our past and discovering new resources, geologists play a crucial role in addressing global challenges.

This will take place from 23rd September - click [here](#) to apply.

APPRENTICESHIPS

Creating the Perfect Apprenticeship Application with BP

Join Success at School for an exclusive webinar with the renowned global bp and learn about the wide variety of apprenticeship programmes have available.

What to expect:

- Learn about the apprenticeships available with bp and their company ethos.
- An overview of the application process, with tips for the assessments and interviews.
- Q&A with current apprentices, where you can ask anything, you want about our programmes and your future prospects.

This will take place on Tuesday 22nd October from 6:30 – 7:30pm. Click [here](#) to register.

A Day in the life of an IBM Apprentice

Interested in a career where you can unleash your curiosity, shape the future, and solve some of the world's most unique challenges? Pop along and hear from some of IBM's current Apprentices about what life is truly like at IBM. You'll learn about the full range of business, digital and technology apprenticeships that IBM has on offer, discover the day-to-day responsibilities of the role and have a Q&A with current apprentices, where you can ask anything about the programmes and your future prospects.

This will take place on Tuesday 12th November from 6:30 – 7:30pm. Click [here](#) for more information.

Apprentice Commercial Manager with Mace Ltd, Manchester

Mace offers its clients a fully comprehensive project management consultancy service, supporting the development and implementation of major transport projects. As an Apprentice Commercial Manager, you will gain exposure to the variety of services offered to our clients and take on responsibility in real, live project environments. You will work alongside industry leading professionals at Mace and many prestigious and high-profile clients. The start date for this would be September 2025.

Your responsibilities will involve but are not limited to:

- Producing various tender documentation, carrying out tender analysis and performing take-offs of technical construction drawings
 - Drafting contracts for several packages
- Commercial Management of various fit out and preliminary packages including Site Temps, Scaffolding, Logistics and Wayfinding
 - Producing contract orders for various packages
 - Carrying out monthly valuations for payment and issuing Interim

Click [here](#) for more information or to apply for this degree apprenticeship.



MASTERCLASSES

Making it to Medical School with InvestIn

In this webinar, you'll be joined by one of InvestIn's expert doctors how will be introducing the world of medicine and how to secure a place at a top medical school.

This will take place on Tuesday 24th September at 7pm.

Click [here](#) to register.

The British Army Webinars

Army Officer Internship Programme Webinar

Join the British Army during National Internship Week to find out more about how you can become an Army Intern, hear from experienced speakers, and see if you are up for the challenge.

This will take place on Wednesday 25th September from 11 – 12pm.

Click [here](#) for more information.

An Introduction to the Army Legal Services

Join the Army for a live webinar to find out more about the Army Legal Services from those currently serving. This is your chance to hear more about life as a Legal Officer in the British Army, from progressing your legal career in varied, challenging roles both in the UK and overseas, to adventurous training and everything in between.

This will take place on Wednesday 23rd October from 7 – 8pm.

Click [here](#) for more information.

Charismatic Leadership: Nature, Causes, and Consequences with Gresham College

How did politicians as diverse as Thatcher, Charles de Gaulle, Stalin and Barack Obama all inspire such great followings? Drawing from ancient political philosophy, classical rhetoric and contemporary social neuroscience, this lecture dissects the nature, causes and consequences of charismatic leadership. Tracing its history from ancient Rome to recent times, it discusses why, despite evolving circumstances, the power of charismatic leadership endures.

This will take place on Thursday 3rd October at 6pm.

Click [here](#) for more information.



Exploring a career in **Prosthetics and Orthotics**

»» Are you **aged 14+** and considering a career in healthcare?

»» Are you interested in **design, engineering, science and technology**?

»» Would you like to find out more about **Prosthetics and Orthotics**?

Join us to learn more about the different roles and ways to get into the Prosthetic and Orthotic profession (including apprenticeships)




Norfolk &
Waveney
AHP
Faculty



Online via
Microsoft Teams



**Tuesday October
15th 2024
5pm - 6pm**



Scan the QR to
register your interest



A SPOTLIGHT

ON...

Recruitment & HR

Are you great at spotting someone's skills and potential? Did you work out who Alan Sugar was going to hire from day one? Match up the right people and employers with a career in recruitment & HR.

What is recruitment and HR?

HR departments help businesses to advertise for jobs, interview and hire people. They also support people once they are at work with help and advice on their contracts and pay, sorting out training to help them improve in their jobs, making sure they know about health and safety and handling complaints and disputes if there is ever a problem. A recruitment agency works a little differently as they concentrate on the hiring part. Recruiters can find people with the right skills on behalf of a company but can also track down the right company on behalf of an individual.

What recruitment and HR jobs can I do?

There are plenty of jobs available in Recruitment & HR, including Employment Lawyers, Human Resources Managers and Officers, Occupational Psychologists, Recruitment Consultants and Training & Development Managers.

Is a career in Recruitment and HR for me?

HR roles are great if you enjoy working with people. You'll need to have good communication skills, as you will be dealing with employers and people looking for work. You'll sometimes have to manage complaints and disputes as well so being calm and diplomatic is important too.

You should also be organised as your job will require plenty of attention to detail, from checking CVs and references to setting up interviews and making sure that your office is sticking to all the health and safety rules.

How can I start a career in recruitment and HR?

There are lots of graduate jobs available in HR and recruitment, but you can get started with an entry-level job in HR as an assistant or administrator. You'll need at least four or five GCSEs, good computer skills as well as some experience working in an office. You might also be able to study for your level 3 certificate or diploma in human resources practice on the job through your employer.

At A-level you should think about taking a business subject or an NVQ in business and administration, but maths, English or psychology are also good choices.

You can study any subject at degree but there are specialist degrees available in HR management as well. Lawyers and psychologists both need post graduate degrees in their subjects

UNIVERSITY INFORMATION



Open Days with the University of Lincoln

Visiting a university is an important step in deciding where and what to study. Undergraduate Open Days are a chance to get a sense of what it's like to be a student at the University of Lincoln. You will be able to explore their range of undergraduate programmes by chatting with course tutors and current students, tour their facilities and learning spaces, and view their accommodation. Upcoming dates include Sunday 6th October, Saturday 9th November and Saturday 7th December.

Click [here](#) to book.

Getting Started: Writing your UCAS personal statement with University of Portsmouth

Your personal statement forms a key part of your UCAS application – and starting early is key to avoiding the big rush. If you want to show your chosen universities why you'll make a great student and why they should make you an offer, then Portsmouth have got you covered. Attend this webinar to learn all the basics and get ready to make your personal statement shine. This will take place on Wednesday 25th September from 4 – 5pm.

Click [here](#) to register.

Access to Sheffield Programme

Making a decision about what to do after school or college will involve some big choices. One of the biggest questions you will need to answer is whether university is right for you. Access to Sheffield has been tailor made to give you the experience of what it is like to be a student at Sheffield. They have five subject and career programmes so that you can apply to the one that best suits your interests – these include Arts & Humanities and Social Sciences, Dentistry, Law, STEM and Medicine.

Students who are successful in their application will take part in: a welcome event; introduction/team building day; multiple degree level subject taster sessions; a residential summer school; have access to UpLearn tutoring & mentoring; UCAS and personal statement support and student finance information sessions - plus other bespoke support, for example UCAT & interview help.

You can find more information [here](#).

Win a £50 gift card with the University of Dundee

As you decide on your next steps in your education, there will be lots of information for you to take in. The University of Dundee want make sure they're providing the information that you need. This survey will give you the opportunity to let them know what information is important to you and shape their 2025 Student Guide.

As a thank you for your participation, at the end of the survey you will have the opportunity to be entered into a prize draw to win a £50 life:style gift card.

Click [here](#) to take part!

