

# GREENHEAD CAREERS DEPARTMENT INFORMATION

## PLANNING FOR THE FUTURE

### Meet the team

Zoe Smith - Careers Leader  
Claire Stainton - Careers Adviser  
Susan Stewart & Liz Hirst - C+K Careers Adviser  
Robina Tariq - Careers Assistant



### So, what do we do?

As a department we aim to give every student the opportunity to find out about the **whole range of post 18 options, including apprenticeship and employment opportunities as well as Further and Higher Education courses.**

- Careers Interviews are available 5 days a week. Students can have as many interviews as they need.
- Mock Interviews - available for all students.
- Options@18 - Careers event where students and parents/carers can meet employers, gap year organisations and universities.
- 'Step Into...' talks by universities, national/local employers, gap year organisations and specialist colleges throughout the year.
- Employability skills, enrichments and workshops including CV writing & completing application forms.
- Trips to York and Newcastle universities and information about other H.E open days.
- Trip to Higher Education convention.
- Careers library with a large number of resources for H.E, F.E, gap years and employment. Open between 8.30am - 4.00pm, Monday - Friday.
- Local careers expertise provided by C+K Careers.



Our Careers Department Newsletter is emailed to all students. The newsletter highlights department activities, job vacancies, apprenticeship opportunities, career profiles, labour market information and other relevant careers information for all students.

**Our careers newsletter will be available on the careers department page on the college website**

### Useful websites:

[www.ucas.com](http://www.ucas.com)

<https://www.theuniguide.co.uk/>

<https://leavingsschool.co.uk/>

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

<https://ck.mydirections.co.uk/>

[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

[www.studentladder.co.uk](http://www.studentladder.co.uk)

<https://nationalcareers.service.gov.uk/explore-careers>

*There are many more useful links on the Careers Department page on Moodle.*