

# Step Into... your career

September 2023



## Hello from the careers team!

*Who we are and how to book an appointment*

### The Team

Zoe Smith – Careers Leader  
Claire Stainton – Careers Adviser  
Susan Stewart – C+K Careers Adviser  
James Davidson – 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.
- Careers Fair - Careers event where students can meet employers, gap year organisations and universities.
- Stands in the Hall - Universities, national/local employers, gap year organisations and specialist colleges visit throughout the year.
- Employability skills, enrichments and workshops including CV writing & completing application forms.
- Trips to universities and information about other H.E open days.
- Trip to Higher Education convention.
- Careers library with many resources for H.E, F.E, gap years and employment. Open daily from 8.30am, Monday - Friday.
- Local careers expertise provided by C+K Careers.

## How to book an appointment

You can do this through the Careers page on Moodle.

Find a slot that fits with your timetable and fill in the booking details.

For full instructions see the next page!

Also in this issue:

- Save the date
- Stands in the Hall: who is visiting college this month?
- Bitesize careers workshops
- A2 registration for medical, dentistry and vet medicine mock interviews
- Believe & Achieve
- Meadowhall careers fair

# HOW TO BOOK A CAREERS APPOINTMENT

**STEP 1:** Go to moodle

lg@greenhead.ac.uk

**STEP 2:** On the home page there is a green button for 'Book a Careers Appointment'

**STEP 3:** You will be taken to a booking page.

**STEP 4:** Click on the careers adviser's name to see appointment availability. The dates available will be in bold.

**STEP 5:** Each careers adviser has appointments on different days.

**Zoe Smith:** Monday

**Claire Stainton:** Tues, Wed, Thurs

**Susan Stewart:** Mon, Tues, Thurs. After Easter Tues and Thurs

**James Davidson:** Friday

**STEP 6:** Choose a day and time (the available dates will be highlighted in bold) that fits with your timetable. **DO NOT MISS LESSONS FOR A CAREERS APPOINTMENT**

**STEP 7:** Scroll down the page and complete the booking form. You can have a face-to-face, telephone or Teams appointments.

Click on the green 'book' box.

**STEP 8:** Your careers appointment will be saved in yours and the careers adviser's outlook calendar. You will receive an email to confirm your booking.

**STEP 9:** Turn up for your appointment! Head to the Careers Library, ground floor, Conway Building.

**If you need to cancel your appointment** you can do this by deleting from your calendar or contacting the careers department. Your Careers Adviser would also appreciate a quick email if you do decide to cancel.



**Tuesday 12 September, 12.40pm in G17**  
**Volunteering Information Meeting: Open to all students**

Come along to find out more about the benefits of volunteering, where to find suitable placements and how to register your volunteering with College as an enrichment activity. Open to any student looking to start volunteering.

Further information about our Greenhead Volunteering Scheme (GVS) can be found [here](#) or feel free to call into the GVS Office in the Conway Building.



**GREENHEAD VOLUNTEERING**



**Thursday 21 September:**  
**A2 STUDENTS ONLY**

Personal statement sessions with Lancaster University.

Sign up in the Careers Library. **WE REQUIRE YOUR DRAFT PERSONAL STATEMENT IN ADVANCE. Speak to careers staff when you book.**

**Thursday 28 September:**

**A2 STUDENTS ONLY BRING YOUR DRAFT PERSONAL STATEMENT**

Personal statement drop-in with Hull University. From 9.30am

**Thursday 12 October, Lunchtime on Teams and shown in the Careers Library:**

**All Students – you must be studying maths & 1 other STEM subject to be eligible for their opportunities**

Step into the Dyson Institute of Engineering & Technology, insight session.

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## **Stands in the Hall: Thursday lunch**



Ask questions,  
pick up a  
prospectus and  
seek advice!

### **Thursday 21 September**

University of Law, University of Bradford, Lancaster University, Arnold Clark (Car dealership)

### **Thursday 28 September**

University of Hull, West Yorkshire Police, Coventry University, Dundee University, I&G Ltd (Construction consultants based in Elland),

### **Thursday 05 September**

University of Lincoln, Harper Adams University

# Bitesize Careers Workshops

These sessions are designed to explore commonly asked career related questions. They are an opportunity for you to reflect and ask questions that will help you confidently move forward after your A Level studies.

- The sessions will be restricted to 8 participants each which will enable a more informal and relaxed discussion.
- As they are bitesize, we are aiming for each session to last a maximum of 20 minutes.
- If the sessions prove popular, we will run more sessions!
- **Please sign up in the Careers Library**

<b>Monday 2 – Friday 6 October</b>			
Monday	1.35pm	Period 4	Career trajectories – Life isn't one straight path
Tuesday	11.25am	Period 3	Think your grades might be too low
Wednesday	LUNCHTIME		How to use resources effectively
Thursday	9.55am	Period 2	Apprenticeships – where to start!
Friday	12.05pm	Period 4	Decision making tips
<b>Monday 9 – Friday 13 October</b>			
Monday	11.25am	Period 3	Apprenticeships – where to start!
Tuesday	9.15am	Period 1	Career trajectories – Life isn't one straight path
Wednesday	11.25am	Period 3	Decision making tips
Wednesday	LUNCHTIME		How to use resources effectively
Friday	1.55pm	Period 5	Think your grades might be too low
<b>Monday 16 – Thursday 19 October</b>			
Monday	1.35pm	Period 4	Think your grades might be too low
Tuesday	9.15am	Period 1	Apprenticeships – where to start
Wednesday	9.55am	Period 2	Career trajectories – Life isn't one straight path
Wednesday	LUNCHTIME		How to use resources effectively
Thursday	9.55am	Period 2	Decision making tips
<b>Monday 23 – Friday 27 October</b>			
Monday	LUNCHTIME		Think your grades might be too low
Tuesday	LUNCHTIME		Decision making tips
Wednesday	LUNCHTIME		How to use resources effectively
Thursday	LUNCHTIME		Apprenticeships – where to start
Friday	LUNCHTIME		Career trajectories – Life isn't one straight path

# Registration for a medical, dentistry or vet medicine mock interview

If you are an A2 student and applying for these courses and would like to be considered for a mock interview, please use the link below to complete the registration form.

<https://forms.office.com/e/8zu5U650qv>

We will confirm further details later in this half term.

**Believe & Achieve**  
access opportunities to reach your destination  
**gc** Greenhead College  
Be exceptional

During tutorial you will be completing a questionnaire regarding eligibility criteria for Believe & Achieve. This programme works to ensure all students have the opportunity of progression into their chosen career. As a widening participation programme there are eligibility criteria you must meet.

Please ensure you complete the questionnaire carefully, so you don't miss out on any bespoke opportunities!

Thanks Joanna

## Meadowhall Jobs Fair

Tuesday 26 September / Wednesday 27 September

10.00am – 7.00pm

The Oasis Dining Quarter, Upper Level

### Some of the participating brands



NEXT



FLANNELS

Urban Outfitters



RIVER ISLAND

LUSH



M&S

Clubhouse



NEW LOOK



PRIMARK

AND MANY MORE

THIS PUBLICATION HAS BEEN CREATED BY GREENHEAD CAREERS DEPARTMENT IN GOOD FAITH. YOU SHOULD ALWAYS DO FURTHER INDEPENDENT RESEARCH.