

# Step Into... your career



October/November 2023

## The Careers Library

*Next steps after GC.....never miss a thing!*



- **Access to computers** to do your research and gain access to the Moodle resources on the Careers Department page.

- **University based resources** including prospectuses, personal statement guidance, specific resources for competitive courses, interview guidance

- **Apprenticeship based resources** including vacancies, general information on career areas, CV writing, interviews.

- **Career related resources** including job profiles, companies and graduate employers
- **Interview preparation** for employment, apprenticeships, and university
- **HE ideas**: university courses related to your A Level subjects
- **Gap year** opportunities, working around the world
- **studying abroad** Information and resources to assist with your research
- **Noticeboards** displaying upcoming events

## How to book an appointment

You can do this via the green 'book a careers appointment' button on moodle

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

Also in this issue:

- Save the date
- Stands in the Hall: who is visiting college this month?
- CV writing workshops
- Volunteering opportunities
- Leeds Creative Skills Festival
- Uni of Sheffield taster sessions
- Amazing Apprenticeship vacancies
- Career of the Month
- Skills shortages and job search info

### Wednesday 8 November & 6 December

Careers appointments with James Davidson from C+K careers available on the booking form. There will be no appointments on Friday 10 November and Friday 8 December

### Friday 10 November

University of Hull, mock interviews.  
Sign up in the careers library

### Friday 24 November

University of Bradford, mock interviews for allied health courses. (NOT MEDICINE OR DENTISTRY)

### Week beginning 27 November

CV workshops. See details below

### Friday 15 December

Book a slot (in the careers library) to speak to Jim Tait from the RAF about careers and pathways to a life in the Royal Air Force.



## Stands in the Hall: Thursday lunch



Ask questions,  
pick up a  
prospectus and  
seek advice!

### Thursday 9 November

RAF, Manchester Met. Bradford University, Coventry University, Wrexham University

### Thursday 23 November

Sheffield Hallam University, Leeds Trinity University, University of Sheffield, Lincoln University

### Thursday 30 November

Sheffield Hallam University, University of Exeter, Bradford College, dBs Institute of Sound and Digital Technologies

## CV Writing Workshops

**Open to all students:** Need some guidance on how to produce a good CV, or want some feedback on one you've already written? Come along to one of our lunch time workshops led by C+K Careers Advisor on 27<sup>th</sup> Nov (in C3), 28<sup>th</sup> Nov (in M1) and 30<sup>th</sup> Nov (in C9) starting at 12.45pm.

# Volunteering Opportunities



**Volunteering Opportunities:** volunteering is a great way to support your community whilst also developing your employability skills. Students can start volunteering at anytime of the the year. [Click here](#) for the latest volunteering opportunities you may wish to apply for and feel free to contact Claire and Sophie in our Volunteering Office or via email [volunteer@greenhead.ac.uk](mailto:volunteer@greenhead.ac.uk) if you need further support.

## Leeds Creative Skills Festival 2023

Date: 20 November 2023

Time 2:00pm – 7.00pm

Venue: Arena Way Leeds

[Book your free place here](#)

**Come along to find out about the exciting opportunities in the creative and cultural sector! Everyone is welcome and tickets are free to book.**

**The event will be your chance to speak to a range of training providers, colleges and universities who offer creative courses, talk to employers and attend interesting speaker sessions and learn about creative careers, skills and pathways.**

**Find out about careers and skills to work in:**

- Advertising and marketing
- Architecture
- Crafts
- Design (including product, graphic and fashion)
- Film, TV, video, VFX and SFX,
- IT, video games, software and computer services (creative tech)
- Museums, libraries, galleries and heritage
- Music, performing and visual arts
- Publishing

**Plus many more!**



# University of Sheffield

All of the activities are completely free of charge and will provide students with a good insight into their chosen subject or area of interest at university. Please ensure that interested students fill out the booking forms individually using the links. More sessions will be added soon, so students can also [register your interest](#) or keep an eye on our [webpage](#) for updates. [Book your place here](#)

## Engineering and Computer Science - Subject Tasters

Subject	Title	Date	Time	Location
<b>Aerospace Engineering</b>	From Kites to Satellites	Tuesday 7 November	4.00pm-5.30pm	Online
<b>Chemical and Biological Engineering</b>	Optimizing your future with Chemical Engineering	Thursday 9 November	4.00pm-5.30pm	Online
<b>Civil and Structural Engineering</b>	Innovations in Structural Engineering: Strengthening against earthquakes	Tuesday 14 November	4.00pm-5.30pm	Online
<b>Computer Science</b>	Machine Learning and Data Science	Wednesday 15 November	4.00pm-5.30pm	Online
<b>Electronic and Electrical Engineering</b>	Virtual Arduino Lab	Tuesday 21 November	4.00pm-5.30pm	Online
<b>Automatic Control and Systems Engineering</b>	Robotics: How can we control and shape our future with robots?	Thursday 23 November	4.30pm-5.30pm	Online
<b>Materials Science and Engineering</b>	From Engines to Atoms	Wednesday 29 November	4.00pm-5.30pm	Online
<b>Mechanical Engineering</b>	Sensing the world with sound	Thursday 30 November	4.00pm-5.00pm	Online

## Arts and Humanities - Subject Tasters

Subject	Title	Date	Time	Location
<b>East Asian Studies</b>	The Rise of Hallyu: Imitation, Adaptation or Reinvention?	Monday 20 November	3.50pm - 5.15pm	Online
<b>Philosophy</b>	Are We Morally Obligated to be Poor?	Wednesday 29 November	3.50pm-5.15pm	Online

## Science - Subject Tasters

Subject	Title	Date	Time	Location
<b>Psychology</b>	The Psychology of Addiction	Thursday 2 November	4.00pm - 5.00pm	Online
<b>Biosciences</b>	Cancer – Where do cancer cells go wrong?	Wednesday 8 November	4.30pm-5.45pm	Online
<b>Maths</b>	Ancient Calculus	Wednesday 22 November	4.00pm - 5.30pm	Online

## Continued

Social Sciences - Subject Tasters				
Subject	Title	Date	Time	Location
<b>Landscape Architecture</b>	How to analyse and draw a landscape	Tuesday 17 October	4.00pm - 5.15pm	Online
<b>Accounting and Finance</b>	The Ethics of (re)Presentation: a critical perspective on the processes of accounting	Wednesday 18 October	3.45pm - 5.00pm	Online
<b>Data Science</b>	Is AI Racist? - how AI and Data Science is changing society and politics	Tuesday 7 November	4.00pm- 5.15pm	Online
<b>Urban Studies and Planning</b>	The role of planners in urban regeneration processes	Tuesday 7 November	4.00pm- 5.15pm	Online
<b>Politics, Philosophy and Economics (PPE)</b>	Misinformation, trust and online media - is online conspiracism damaging our politics?	Tuesday 7 November	4.30pm- 5.50pm	Online
<b>Economics</b>	Environmental Economics: What is the right amount of pollution?	Wednesday 8 November	3.45pm- 5.00pm	Online
<b>Geography</b>	Electoral Geographies and Digital Technologies	Thursday 9 November	4.00pm- 5.15pm	Online
<b>Applied Social Sciences</b>	Looking at Reality TV through a social science lens. Why does it matter and what should change?	Monday 13 November	4.30pm- 5.50pm	Online
<b>Law</b>	The proof is in the Jaffa Cake	Wednesday 15 November	3.45pm- 5.15pm	Online
<b>Architecture</b>	Communicating Architecture and Design	Wednesday 15 November	4.00pm- 5.15pm	Online
<b>Politics and International Relations</b>	Our common future: Climate justice or environmental conflict?	Wednesday 15 November	3.45pm - 5.20pm	Online
<b>Journalism</b>	What Would You Do? Ethical Dilemmas in Journalism	Tuesday 21 November	4.00pm - 5.30pm	Online
<b>Geography</b>	Applying what we learn from Geography in dealing with natural disasters: Lessons learned from landslides in Nepal	Wednesday 22 November	4.00pm- 5.15pm	Online
<b>Sociological Studies</b>	Social Media Revolutions: Can you change society with a hashtag?	Thursday 23 November	4.30pm- 5.45pm	Online



# Apprenticeship Vacancies

[DOWNLOAD NOW](#)



## **\*NEW\*** Higher & Degree Apprenticeships Vacancy Listing

The October 2023 edition of the **Higher & Degree vacancy listing**  
has now launched!

Explore **250+** Higher and Degree **apprenticeship vacancies**  
from **50+ employers**, including Amazon, British Airways, Rolls Royce,  
HSBC, Morrisons and many more!

# CAREER OF THE MONTH

## Border Force Officer

<https://www.prospects.ac.uk/job-profiles/border-force-officer>

Average salary (per annum) £22,000 – £42,000 depending on experience

Typical hours (per week): 38-42 Shift work is common and up to 12 hours long

### What is a Border Force Officer?

Officers are on the frontline for protecting the UK's borders. This involves protecting from a range of threats such as terrorism, smuggling, fraud, organized crime, human trafficking, illegal trade. You would usually be based within airports and seaports across the country.

### What you will be doing in this role?

- Check passports and travel documents
- Question passengers about their reasons for visiting the UK
- Search people, luggage, cars, coaches and freight vehicles
- Enforce rules and regulations
- Arrange for illegal immigrants to be detained
- Work closely with other law enforcement agencies
- Opportunities to specialize in areas such as counter terrorism, organized crime, modern slavery and human trafficking
- Have line management responsibilities

### What to expect

You could be operating border controls in France, Belgium and the Netherlands as well as around the UK. You will usually wear a uniform. The job is physically demanding and may require you to work outdoors. The role can be challenging and highly pressurized at times.

### Some of the skills required:

Strong observational skills

Work flexibly as priorities change

An eye for detail

The ability to remain calm in stressful situations

Excellent communication

Enjoy working with people

Analytical and problem solving skills

### What to do to get into this career

5 GCSEs and at least 2  
A Levels

There are specific eligibility  
requirements for this role:

<https://bit.ly/ws/YGcQ>

A degree IS NOT  
ESSENTIAL, but  
criminology,  
psychology, public  
services and law may  
be helpful.

Border Force Apprentice or  
the graduate Civil Service  
Fast Stream

# SKILLS SHORTAGES ACROSS WEST YORKSHIRE

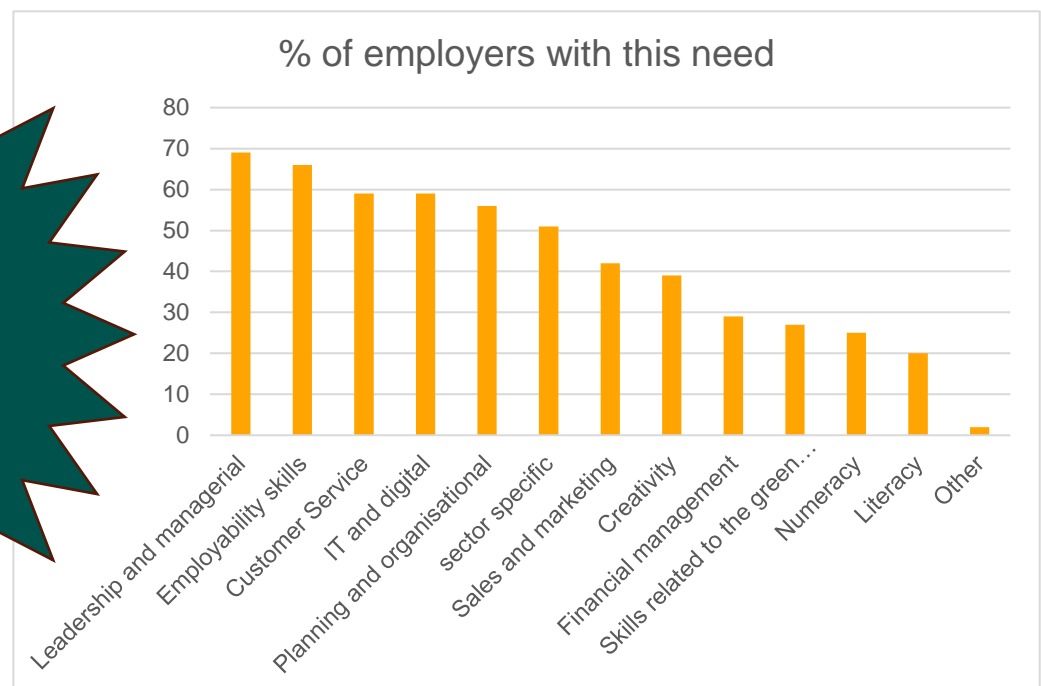
Local context ([West Yorkshire Local Skills Improvement Plan](#))

- Our regions key sectors are defined as: Health and Social Care, Engineering and Advanced Manufacturing, Financial and Professional Services, Low Carbon, Digital and Technology, Creative Industries, Education, Construction, Transport and Logistics
- West Yorkshire has a business base of 95,000 private sector businesses, predominantly small and medium-sized
- A diverse geography with a population of over 2.3m. An employed workforce of 1.1m with employment growth across diverse manufacturing and service sectors.
- Apprenticeships grew by 9% in 2021/22.
- Skills demand coming from three main sectors – Health and Social Care, Manufacturing and Business Administration and Support Services
- Manufacturing and financial services offer a higher-than-average representation in the economy.
- There has been a growth in the green economy skills primarily in STEM related roles including engineering, project management, electricians and specialists such as environmental scientists.
- Growth in all areas of business particularly investment analysts, advisers and project managers
- Employability skills include team working, taking initiative, being inquisitive, attendance, time-keeping, work ethic, for example.

**From employer surveys these are the following skills that are going to be needed in the workplace.**

How can you identify and demonstrate these skills needs?

Use your ILP on Cedar to record your skills and qualities.





# Job search information

Check out some useful resources on:

**Government apprenticeship search site** <https://www.gov.uk/apply-apprenticeship>

**Amazing Apprenticeships** <https://amazingapprenticeships.com/live-broadcasts/>

**Rate My Apprenticeship** <https://www.ratemyapprenticeship.co.uk/>



**C&K Careers** share vacancies on their facebook page <https://www.facebook.com/ckcrecruitline/>

## websites for job searching:

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

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

<http://www.do-it.org> (volunteering opportunities)

[www.kirklees.gov.uk](http://www.kirklees.gov.uk)

[www.fish4.co.uk](http://www.fish4.co.uk)

**Check out the Careers page on Moodle for more useful websites**

- **Start putting together a CV.** Workshops will be held in the Careers Library at the end of November.
- **Send out or hand out your CV speculatively to local employers.**
- **Look out for seasonal work in shops, cafes, pubs and restaurants for example.**
- **Vacancies often advertised on social media.**
- **Create a profile on job search sites.** We have information about applying for jobs in the Careers Library.
- **Ask friends and family – it is often who you know!**
- **We highlight local & national vacancies/apprenticeships and advertise on Teams Announcements and the Careers Noticeboard Live! On Moodle. Make sure you are checking these regularly**

## **Here are some apprenticeship vacancies advertised on**

<https://www.gov.uk/apply-apprenticeship>

**Marketing and Community Manager with Qualia Aesthetics Ltd**

<https://www.findapprenticeship.service.gov.uk/apprenticeship/1000202833>

**Quantity Surveyor with EN:Able Futures CIC**

<https://www.findapprenticeship.service.gov.uk/apprenticeship/1000205185>

**IT Change Analyst with Jet2.com:** <https://www.findapprenticeship.service.gov.uk/apprenticeship/1000206717>

**Various Degree Apprenticeships with Morrisons:** <https://www.morrisons.jobs/early-careers/apprentices>

**Structural and 3D CAD Designer with Graphic Packaging International:**

<https://www.findapprenticeship.service.gov.uk/apprenticeship/1000206065>

**Various Degree Apprenticeships with Mott MacDonald Ltd (Engineering and project Management):**

<https://www.mottmac.com/careers/uk-apprenticeships>

**Sales Executive with Kloeckner Metals UK:**

<https://www.findapprenticeship.service.gov.uk/apprenticeship/1000207400>