

# Step Into... your career



March 2024

## Save the Date!



**Thursday 7 March - 12.45pm Main Hall:**

**A Star Future – are you thinking about studying abroad?**  
Come and hear from an expert in this area and ask any questions you have.

**Tuesday 19 March in the Careers Library 11.00am - 2.00pm.**

**Yipi Yap - Paid tutoring roles.**

Are you considering taking a gap year and are looking for paid work? Come and speak to a representative about your options.

**Friday 22 March M11 @1.05pm:**

**A talk from the Civil Service** about their award-winning Fast Stream graduate programme that accelerates careers, develops talented, high-potential people into future Civil Service leaders and managers.

## How to book a 1-1 careers appointment

You can do this via the green button on the front page of Moodle.

Book a  
Careers  
Appointment

Select a careers adviser, the little 'i' button will give you the day the careers adviser generally has appointments.

Find a slot that fits with your timetable.

Complete the booking details and press submit.

You will receive a confirmation email to the email address you provide on your booking form. You can rearrange or cancel your booking from this email.

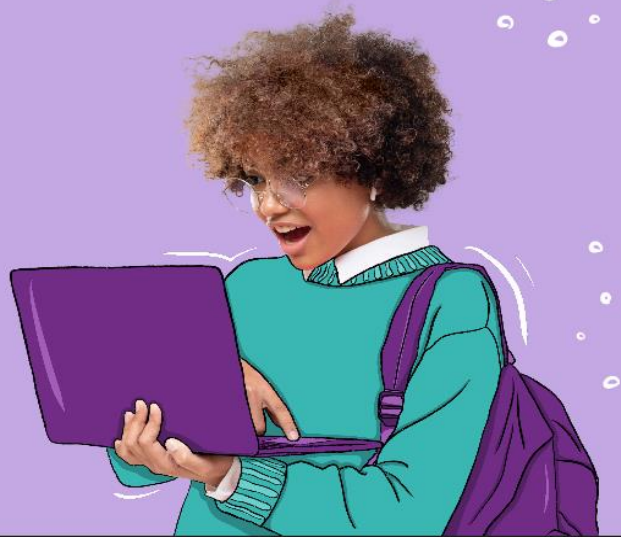
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## Rate My Apprenticeship Student Survey

# SHARE YOUR THOUGHTS

5 chances to **win £50**



### *RateMyApprenticeship Research Survey:*

[RMA Student Survey \(smartsurvey.co.uk\)](https://smartsurvey.co.uk)

Please share your thoughts!

Your input will help us provide the best possible career service to students and drive positive change for the career landscape. Plus, you'll be entered into a **prize draw** with **5 chances** of winning a **£50 Amazon voucher**.

## Rate My Apprenticeship Booklet

**A Guide to Career to Options 2024 is OUT!** [Click here!](#)

Our guide is full to the brim with career and application advice for your students.

You can download the online version of our free guide below.

#### **CAREER ADVICE**

on topics like apprenticeships vs university

#### **REAL SUCCESS STORIES**

from current apprentices

#### **THE BEST EMPLOYERS**

in the apprenticeship world.





**C+K** **Calderdale Apprenticeship Event 2024**  
For young people and their parents and carers

**Thursday 7 March 2024**  
at **The Shay Stadium**  
Shaw Hill, Halifax, HX1 2YT

**4.30pm - 7.30pm**

Sponsoring the Calderdale Apprenticeship Event are:

 **Calderdale College**  **KIRKLEES COLLEGE**



**C+K** **Kirklees Apprenticeship Event 2024**  
For young people and their parents and carers

**Tuesday 27 February 2024**  
at **The John Smith's Stadium**  
Huddersfield, HD1 6PG

**4.30pm - 7.30pm**

Sponsoring the Kirklees Apprenticeship Event are:

 **FMG**  **HSL**  **KIRKLEES COLLEGE**  **Kirklees COUNCIL**  **Nufarm**

## Leeds Kirkgate Market NHS Job Fair – Mental Health Trusts. 7 March 11.00 – 2.00pm



**Healthcare Job Fair** 

to help you get jobs in West Yorkshire NHS Mental Health Trusts

Find out about roles in mental health, autism and learning disabilities, including in admin, healthcare support, nursing and more!

**Leeds**

**Where?** Kirkgate Market, next to Leeds City bus station

**When?** Thursday 7th March 2024. Main opening hours: 11-2pm. Quiet hours: 2-3pm.

**No booking required!**

Come along to find out about roles in Touchstone and NHS Mental Health Trusts in Bradford, Leeds, and South-West Yorkshire!

We will also be joined by various support services across Leeds!



**For more info, contact us:**  
[RecruitmentAndInclusionTeam@TouchstoneSupport.org.uk](mailto:RecruitmentAndInclusionTeam@TouchstoneSupport.org.uk)

# It's university open day season!

**opendays.com**  
university and college open days

This is a great UK university and college open day directory

OR

Check details on university and college websites. You are often asked to book your place, so don't miss out!

## Amazing Apprenticeships: hosting a free webinar with the Army on 5<sup>th</sup> March from 4pm-5pm



In celebration of International Women's Day 2024, join this **exclusive free webinar** in partnership with the British Army to help inspire the next generation of females about the amazing career opportunities available to them through the Army. Career areas include: **medical, intelligence & communications, HR and finance, combat, logistics & support, engineering and music.**

This event is ideal for **female students**, but is open to **all students**

**BOOK YOUR PLACE NOW!**

**Amazing**  
Apprenticeships



## WWF Sustainable Futures Showcase

### JOIN US DURING NATIONAL CAREERS WEEK IN MARCH 2024 FOR THE FIRST EVER SUSTAINABLE FUTURES SHOWCASE

A series of live Q&As with some of the biggest names in industries across the UK.

You'll have the chance to hear what actions they're taking to be more sustainable in their role, pose the questions that matter to you, and submit your own ideas.

Our guests include: Tottenham Hotspur player Amy Turner; Sustainability Director at Depop, Justine Porterie; and co-founder of Wildfarmed Andy Cato.

There are FIVE online sessions to choose from so that you can pick the industries that spark your interest the most.



**Understand the role of these industries  
in bringing our world back to life!**

1. Entertainment – 4 March
2. Sport – 5 March
3. Business and Finance – 6 March
4. Fashion – 11 March
5. Food & Farming – 12 March

To find out more and to register [CLICK HERE!](#)

National Careers Week

# NCW

## 4 – 9 March 2024

Click below for more info!

# VIRTUAL Careers Fair.

# CAREER OF THE MONTH

## Forensic Collision Investigator

[Forensic collision investigator](#) | [Explore careers](#) | [National Careers Service](#)

Average salary (per annum) £20,000 – £40,000 depending on experience

Typical hours (per week): 38-40 This could include on call and shift work

### What is a Forensic Collision Investigator?

This role involves using science and engineering to investigate the causes of transport related incidents. You will be working on-site and in an office. This working environment can be emotionally demanding and will require you to give evidence to the investigation team or the Courts.

### Some ideas of what you will be doing in this role?

- Attend the scene of fatal and life-threatening transport incidents – usually road traffic collisions
- Examine vehicles and vehicle parts
- Create plans of the scene and make time and distance studies
- Check tachograph information
- Get technical information from vehicle manufacturers
- Produce reports
- Attend court where applicable

### Other information

- You will need to be over 18 and have a full driving licence
- With experience you could move into management
- Possible to work on a freelance or consultancy basis

### Some of the skills required:

Knowledge of public safety

Knowledge of court and government procedures

Excellent communication skills

The ability to work independently and in a team

pay close attention to detail

be logical and thorough

IT literate

Use your initiative

### What to do to get into this career

5 GCSEs  
and at least 2  
science  
A Levels in STEM  
subjects

You can get to this careers  
via:  
A university course  
Working towards the role  
Applying directly  
Specialist courses

You will need professional  
qualifications in collision  
investigation:  
[AiTS Training \(aitsuk.com\)](#)

**Professional and industry body:** [The Institute of Traffic Accident Investigators - Home \(itai.org\)](#)

# 5 WAYS TO BECOME WORK READY

## 5 ways to improve your work readiness ([youthemployment.org.uk](http://youthemployment.org.uk))

Planning your next steps after education can appear to be very daunting. For many, the world of work is a completely new environment, so here are some tips from Youth Employment UK to help you feel positive, confident and motivated about seeking and applying for employment.

### 1. **Improve your time-keeping**

Most jobs will have a set working day and arriving on time is one of the most valued skills you can develop. Start by establishing a routine that you follow every day. Set an alarm, keep a diary, manage your day, arrive early to lessons/appointments/meetings. Start to understand public transport timetables. If driving, plan your journey allowing for delays and finding a place to park. Arriving late can lead to you feeling anxious, worried and consequently often ineffective when you arrive. Colleagues will also start to think of you as unreliable and this will have an impact on your career and possible progression.

### 2. **Improve your written & verbal communication skills**

Expand your vocabulary by reading widely, learning a new word each day, widen your general knowledge, learn to write in a concise and productive way, perfect the art of writing formally and in a report format. Challenge yourself to start a conversation with someone new and become confident in hearing yourself speak; a professional discussion is different to a chat with friends

### 3. **Continually strive to improve your qualifications and experience**

Volunteering and work experience will help to expand your skills, work ethic and networks. Every experience will enhance your application and show your potential to employers. A willingness to learn new skills demonstrates that you are engaged and committed to your personal development.

### 4. **Improve your body language**

According to the [Journal of Neuroscience](#) 'it only take a tenth of a second to form an impression of a stranger from their face', you are aiming for that judgement to be positive! Dress appropriately, look engaged and approachable; ask yourself, "would I employ me?" Most careers involve working with colleagues and networking with clients; learning to be aware of your body language and facial expressions not only affects how others perceive you, but also how confident you feel about yourself.

### 5. **Improve your story**

Looking for work, attending interviews and talking about yourself doesn't always come naturally. The more experiences you have the easier it is to make your story engaging and relevant, therefore opening up a positive dialogue between you and your interviewer.

**To develop your soft skills further, have a look at some free online learning with the National Careers Service.** [The Skills Toolkit | National Careers Service](#)

# 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 and send/hand out speculatively to local employers.**
- **Look out for seasonal work in shops, cafes, pubs and restaurants for example.**
- **Vacancies are 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. Make sure you are checking these regularly**

**Here are some apprenticeship vacancies advertised on**  
<https://www.gov.uk/apply-apprenticeship>

**Operational Support Level 4 Apprentice.** Amey Services Ltd (Batley). Working with Network Rail.

<https://www.findapprenticeship.service.gov.uk/apprenticeship/1000228067>

**Quantity Surveyor Level 4 Apprentice.** NG Bailey Group (Leeds/Sheffield). 2 A Levels in STEM subjects

<https://www.findapprenticeship.service.gov.uk/apprenticeship/1000225206>

**Aon Client Management (Project Management).** AON UK Ltd (Leeds). 104 UCAS pts

<https://www.findapprenticeship.service.gov.uk/apprenticeship/1000214171>

**Medical Engineering Level 4** (progressing to Level 6) Apprenticeship. Leeds Teaching Hospitals NHS Trust. A Level in a science subject. <https://www.findapprenticeship.service.gov.uk/apprenticeship/1000233097>

**ACA Corporate Tax Assistant Level 4 apprentice.** Tax Advisory Partnership Ltd (Leeds) 1 A Level required

<https://www.findapprenticeship.service.gov.uk/apprenticeship/1000231988>

## **Degree Apprenticeships available in:**

Product Design, Mechanical Engineering, Electrical Engineering, Quantity Surveying, Software Development, Civil Engineering, Policing, Accountancy, Chemical Engineering, Law