

CAREER News



Your weekly guide to careers information, advice and news from Parklands High School

Welcome to Issue 2 of Career News from Parklands. Lots of events coming up, news on courses and qualifications plus information and advice on all things career-related.

If you are an employer and would like to see your industry featured in a future edition, then please let me know. Likewise, if you are able to support our students with mock interviews, attending a careers fair or offering work experience - just drop me a line (pberry@parklandsacademy.co.uk)

In the meantime, enjoy reading and have a great Bank Holiday weekend!

YOUR YEAR 11 GUIDED TOUR AT RUNSHAW



As we have unfortunately been unable to hold any physical Open Events at Runshaw this year, we have instead been offering bookable campus tours to Year 11 students to give them an opportunity to come and look round our fantastic campus.

The tours have been extremely popular and we are pleased to announce we have released tour slots for May today.

The tours can be booked online through our website:
<https://www.runshaw.ac.uk/guidedtour/>

Tours take place every evening at 4.10 - 4.55pm and must be booked in advance. One student and up to 2 parents/guardians can attend each tour.

Limited to Year 11s due to demand - hopefully there will be an opportunity for Year 10s to look around the college later in the year.

RUNSHAW COLLEGE Langdale Road Campus



3 May - 7 May 2021: Week 1



Apprenticeships currently available at www.gov.uk

- Level 3 Apprentice **Classroom Assistant** at Lostock Hall Academy Trust - VAC001703668 (Available through Runshaw College)
- Level 3 **Mechanical Engineer Technician** Apprentice at Bespoke Traffic and Highway Solutions Ltd., Chorley - VAC001703099 (Available through Runshaw College)
- Level 3 Apprentice **Business Administrators** at B.V.S. Limited - VAC001703482 (x2) (Available through Training 2000 Ltd)
- Level 3 **IT Support** Apprentice at Host My Cloud Ltd., Chorley - VAC001702905 (Available through QA Limited, mainly workplace assessment)
- Level 3 Apprentice **Recruitment Consultant** at Perfect Recruitment Ltd - VAC001703131 (Available through Runshaw College)
- Level 2 **Nursery Practitioner** Apprentices at Dowry House Nursery School - VAC001686768 (x2) (Available through Runshaw College)
- Level 2 **Customer Service** Apprentice at Croston Plumbing & Heating Ltd. - VAC001704284 (Available through Runshaw College)
- Level 2 **Beauty Therapist** Apprentice at Simply Beautiful (Standish) Ltd. - VAC001703335 (Available through Wigan & Leigh College)



- Apprentice **Fabricator & Welder** at William Hare Group, Bury - VC0575
- Apprentice **Sheet Metal/Plastic Worker** at Pure Fabs, Horwich - VC0580
- Apprentice **Maintenance Engineer** at Autogate Systems, Bolton - VC0590
- Apprentice **Mechatronics Maintenance Technician** in Horwich - VC0577
- Apprentice **Business Administration** at Hyquip Ltd - VAC001680372

All the above are available at Alliance Learning (<https://www.alliancelearning.com/page/apprenticeships>)

CAREER DROP-IN FRIDAY LUNCHTIME

Every Friday lunchtime in A21

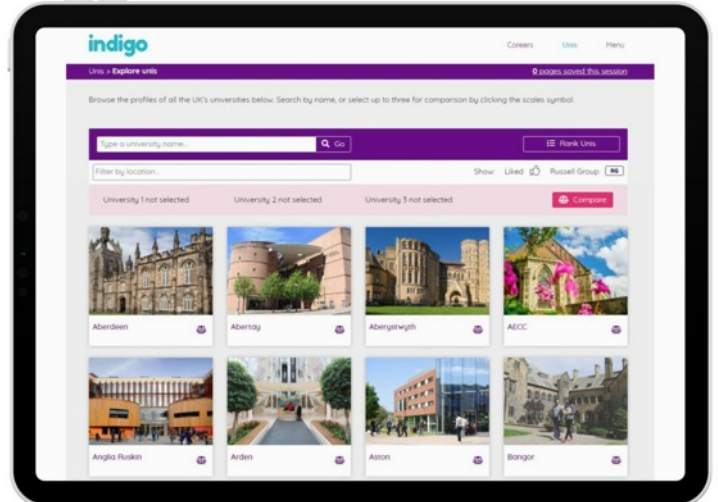
Informal drop-in session for anyone in Year 11 needing advice or support with any aspect of careers: colleges, courses, apprenticeships, application forms, interviews, CVs ... whatever you need to know, come along and ask!

1.20 - 2.00

If you haven't yet logged into Indigo, then why not do so this weekend?

It's an easy to navigate website that showcases hundreds of different careers, with videos and case studies, as well as showing the top employers, whether a job is in high demand, what sort of salary you could expect and much much more.

There is the option to explore universities all over the country: what kinds of courses they offer, what students think of them and the qualifications you might need to take a certain degree.



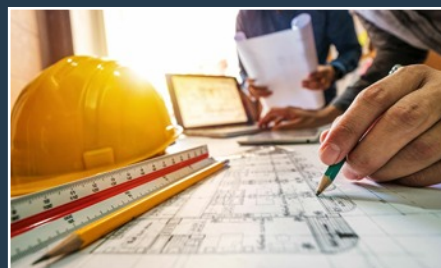
If you have lost or forgotten your Indigo username or you'd like to log in for the first time, email Miss Berry for a reminder. You can use Indigo on a PC, tablet or phone, at school or at home. Check it out!

<https://indigo.trotman.co.uk/default/>

CAREER of the WEEK DESIGN MANAGER



Design managers coordinate all of the design work required during construction projects. They manage the production of technical drawings and plans used to build a structure. Design managers bring together architects, structural and service engineers, along with specialist designers and BIM technicians, to create coordinated designs which can be used during the build and aid maintenance of the structure once complete.



See more at: <https://careeroftheweek.wordpress.com/>



I'm delighted to share with you the latest news from Norland and remind you of the details of our virtual open morning which is taking place on Saturday 8 May 2021, 10am-12pm.

We're looking forward to virtually welcoming guests to Norland with a live tour with our principal, vice principal, staff and students who will show prospective students around the Norland campus.

There will then be an opportunity for students to ask those all important questions in our virtual Q&A session after the tour.

Katie, a second-year student, will be at the event and is encouraging you to attend if you're interested in a career working with children.



"Hello, my name is Katie, and I'm in my second year at Norland. I'm originally from Cornwall where I studied A levels in politics, sociology, and health and social care. I found out about Norland through a family friend while nannying for her two sons. After looking at the website, I booked onto the next open day I could and that is where my Norland journey began.

I was lucky enough to visit our Oldfield Park campus and absolutely loved what I saw - the staff and the students were so full of knowledge and had such an infectious passion for Norland and childcare. It was so inspiring and really motivated me with my A levels and gaining childcare experience going forward as I had a goal. Even though our open days are virtual for the time being, the passion and buzz of Norland is still there, and we'd love to welcome you along!

Attending open days is so important when choosing your degree and where you want to study. I found the community atmosphere at Norland really helped me to have fun on my open day and feel comfortable asking questions. This opportunity to get to know staff and students at open events is especially valuable at Norland because if you do choose to study here, you will almost definitely come across those people again, which is one of the many unique joys of Norland. I have loved my Norland journey so far and will always remember the open day I attended, and I know many of my friends and classmates do too!

We are really looking forward to welcoming students to our virtual open day on 8 May and I hope to see you there!"

[Book now](#)

#MyNorlandStory



We have recently launched a series of video interviews with students called #MyNorlandStory. This campaign celebrates the unique routes students take to study at Norland. With some studying A levels, others BTECs or CACHE, every journey to Norland is unique.

From a male student discussing what it's like to study at Norland to students discussing how they fund their studies, and from a graduate discussing the value for money training to a student discussing the importance of attending an open day in their decision to come to Norland, these interviews cover all aspects of the Norland experience.

Hear from third-year student Emily about her heart-warming story of determination and community spirit to study at Norland below.

[Watch Emily's #MyNorlandStory](#)

Make sure you're following us across social media for news and information about Norland, as well as upcoming open event dates. You can find us on Facebook, Twitter, Instagram and YouTube using the [#WeAreNorland](#) hashtag.

NORTH WEST 350+ CAREERS IN HEALTH & SOCIAL CARE VIRTUAL TASTER DAY

JUNE 2 2021
9:45 - 15:00

FREE VIRTUAL EVENT

There are 200 places available across the North West. This is the final Pathway CTM event from last year's funding and each event has 'sold out' quickly so please book now!

Each young person that attends will be offered an opportunity to access one to one virtual support for 12 months or longer through Pathway CTM and will be able to access support through a variety of local offers .

Explore careers in:

- Psychological Professions
- Finance
- Dental
- Estates and Facilities
- Ambulance Service
- Healthcare Science
- Public Health
- Innovation Agency
- Pharmaceutical Medicine

'Do you know there are over 350 careers available in the Health and Social Care sector? Join us to hear more about what opportunities there are, the different routes in, and how to apply for roles with us. Maximise your chances in health careers. There's something to suit everyone. It's not just about doctors and nurses!'

[Secure your place now](#)



A school and college guide to university courses - which different university degrees are out there?

There are over 35,000 courses available for your students to consider when making their university choices. It's not just the course name and content that students must get their head around; they'll also need to understand the different types of courses, the length of a course and what each choice would mean for them as well.

For example, two courses may have the same title, but students can choose a BA (Hons) or a BSc (Hons) route. We've broken down some of the typical types of undergraduate degrees to help you articulate the different attributes to your students.

Introducing the degree levels

We use levels to help explain the different degree stages. A-levels, BTEC's and other similar qualifications are usually level 3. Most undergraduate degrees are known as Bachelor's Degrees and usually end at level 6 (1st year level 4, 2nd year level 5, 3rd year level 6). Other degrees may end at different levels. For example, a Foundation Degree ends at level 5 unless the student does a Top-Up to level 6.

The different types of bachelor's degrees - what do they all mean?

The standard degree classifications are 'BA' and 'BSc'. All Bachelor's degrees are equal in value; the abbreviations just refer to the type of subject. Honours (Hons) refers to the higher standard of study within a degree; a student can graduate without honours if they don't meet the academic requirements.

- BA – Bachelor of Arts – usually arts or humanities focused.
- BSc – Bachelor of Sciences – usually more science or maths focused.
- BEng – Bachelor of Engineering – a course focused on Engineering, that can be the beginning of the journey towards becoming a chartered engineer.
- BMus – Bachelor of Music – The majority of work consists of prescribed music courses and study in applied music, usually requiring proficiency in an instrument, voice, or conducting.
- LLB – Bachelor of Laws – This degree allows students to continue to become a lawyer.

Graduates who have a non-LLB law degree may still need to do a law conversion (Graduate Diploma in Law) alongside non-law graduates in order to gain the equivalent of LLB status.



What is a joint honours and a combined course?

Joint honours courses are ideal if a student is interested in studying more than one subject within one qualification. A combined course focuses on two subjects in the same timeframe as a single honours degree, but with a level of flexibility and a greater choice of modules.

What is an integrated masters degree?

Many courses now offer students the opportunity to study for an extra year and graduate with an integrated masters. Common acronyms to look out for are MEng or MSci from the engineering or science related subjects. These degrees finish at level 7.

What are foundation degrees - and how do they compare to foundation years?

Foundation Degrees and Foundation Years often get confused given their similar names, but they mean slightly different things. Foundation Degrees go up to level 5 and usually take two years. They are work-focused degrees with a large practical element, and potentially reduced time in lectures.

Foundation Years are usually level 3 or 4 and are a stepping stone to a degree from level 4. Students may take this because they don't meet the entry requirements for degrees beyond level 4, or if they are exploring new subjects and need to gain more specific knowledge in a particular area.



by **Kat Knight**
UK Student Recruitment and
Schools Liaison Manager at
City, University of London



The latest edition of Careermag for Lifelong Learning is here packed full of guidance and support to help career transitions, career development and adult learning.

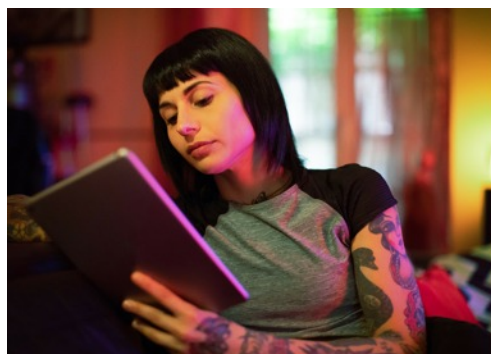
Take a read and you'll find training opportunities, tips on how to recognise your own valuable skills, insider information from employers and articles to support you as you navigate a wide range of industries. What are you waiting for? We'll help you reimagine your career.

<p>In this issue</p> <ul style="list-style-type: none"> Free Qualifications to boost your skills Adult Apprenticeships Blended learning - the best of both worlds Digital Lifelong Learning 		<p>Explore our Sector Spotlights</p> <ul style="list-style-type: none"> Social Care Food & Drink Legal Services 	
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The latest edition of Careermag for Lifelong Learning is out now! [Read it here](#)

What's trending in the UK this week?

FutureLearners have been levelling up their work lives with ExpertTracks like Supercharge Your Career with AllBright and Collaborative Working in a Remote Team.



In the world of short courses, mindfulness and mental health are trending topics, as Psychological First Aid: Supporting Children and Young People and Understanding Anxiety, Depression and CBT take the top spots.

Elsewhere, UK-based FutureLearners have been achieving the sought-after HR project management certification with Project Management: Human Resources and Leadership, which is leading the way in terms of popular microcredentials.

Explore your full round-up of the top ten here ... [Explore more courses](#)

Give Young People Experience of your Workplace

Careermap is proud to announce that we have been commissioned by The Careers & Enterprise Company, in partnership with Engineering UK, to develop a 'how to guide' for delivering experiences of the workplace.

The resources outline step-by-step how you can run a successful work experience programme, whether that be face to face, virtual or blended.

The Careers & Enterprise Company work experience guide encourages employers to join forces with schools and colleges to tackle the impact the pandemic has had on delivering experiences of the workplace. Although it is true that the pandemic has significantly impacted face to face work experience programmes and placements, many employers have successfully transitioned to a virtual workplace delivery and you can too!

Your Guide to Experiences of the Workplace

Young people need exposure to the world of work to support their transition from classroom to employment. This helps to develop a young person's employability skills and raises aspirations.

How to use this resource?

As an employer, you can utilise this resource to download key documents covering all legal and safeguarding requirements and discover how you can work with schools and colleges to support young people. You will also find a wide variety of templates to support the design, delivery and evaluation of your experience of the workplace.

Are you ready to inspire young people to thrive in a changing world of work? [Start here](#)

The pandemic has caused everyone to rethink the world of work. It is more important than ever for young people to have a better idea of what their future may look like and you can help. We have put together a digital guide rich with information and resources from employers and organisations to help you understand the impact your organisation could have. We will continue to update this resource, including guidance on other experiences of the workplace.

Bridge the gap between education and employment

When you think about work experience, do you think it is too complex and time consuming? Feel you do not have the resources to deliver? Things have changed and we can help you make it easy and effective!

[Experiences of the workplace](#) - guide to employers

Step by Step Guide

We've put together a Step by Step Guide to support employers who are interested in providing a young person with an experience of their workplace.

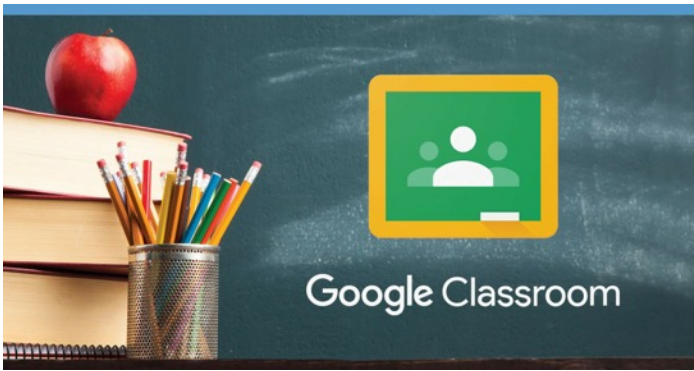
Providing these experiences is not only invaluable to young people but also to your organisation. It helps to build a young person's confidence, offers new perspectives, develops your current workforce and creates a candidate pipeline for future recruits.

You may think organising experiences of the workplace is a challenge but it really doesn't have to be! We've put together a variety of high-quality resources to help you throughout the entire process, walking you through planning, preparation and delivery, whilst providing you with practical resources to download.

With our guidance and insight from other experienced employers, you can ensure young people gain invaluable exposure to the world of work to prepare them for their future career.

[Begin Your Journey Here](#)





Each year group has a Careers section within Google Classroom, with various resources available.

We will add to this throughout the year, but if there is anything you would like to see, please let us know!

It is never too soon to start thinking about your future - and the more effort you put in now, the more confident you will feel when it comes to leaving school and moving on to the next stage.

Make sure you have a regular look at Indigo and the LearnLive page on the website, as these are updated constantly.



Employability Skills



These skills are vital in the world of work.

Think about how you could demonstrate to an employer that you have these skills.

Be prepared to explain how you can use these skills - i.e. How did you solve a problem?

What was the outcome? Would you do things differently if faced with a similar problem in the future? If not, why not?

FOCUS
ON YOUR FUTURE...

Scan the QR code to discover your potential Higher Education path and, at the same time, enter a prize draw to win a set of Apple AirPods*

*Please see terms and conditions via QR code.

WEARENCs this summer?

All the info you need to grab your spot is on our website...just follow our QR code! But here's a quick run down in case you can't wait:

WHEN?
Loads of dates, all over the summer holidays.

HOW MUCH?
The most you'll pay is £50. Bursaries are available.

WHAT'S NEXT?
Head to our site, pick your dates and make a payment. Simple!

YOU'LL GET A CHANCE TO...

BE EPIC
You know that buzz you feel when you nail something you thought was near to impossible? Imagine that, but for every day you're with us. Throw in meeting a new crowd and still having some time to recharge and chill. Pretty great, right?

DO GOOD
But wait, there's more! You'll take all that you've learned and turn your passion into action. Want to see a positive change in your community? Pave the way. You'll have the tools and team to make a lasting impact.

LIVE LIFE
It gets better. You'll also pick up skills designed to help you smash the whole 'adulting' thing. Want to know how to budget? Answer questions with confidence? Present to a room full of people without freezing up? Leave it to us.

GO PARTY
And on top of all the pals, lols, and skills, you'll get a certificate to remind you of all the wins, and then go party with your team! You've got to go out with a bang, right?

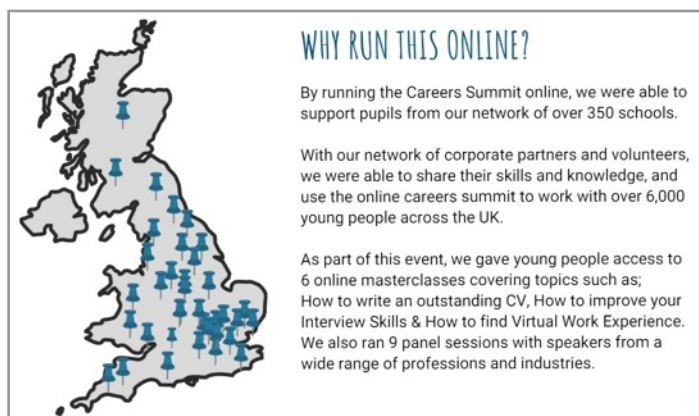
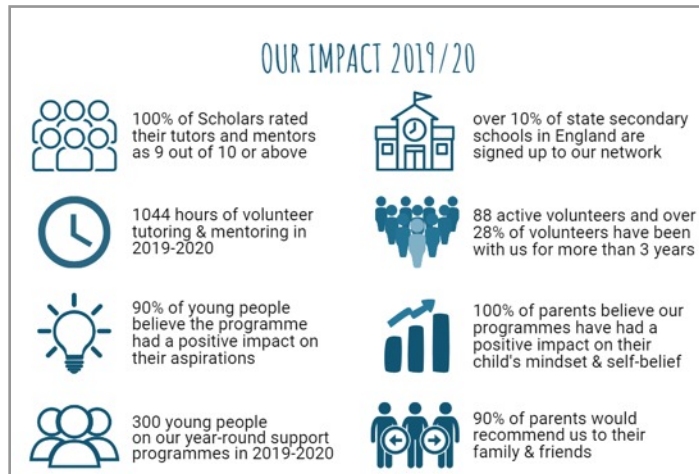
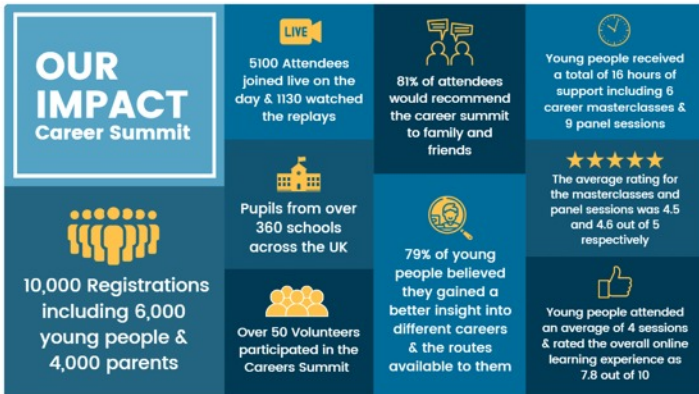
WEARENCs.COM



GT Scholars

GT Scholars is a not-for-profit social enterprise that tackles educational inequality and improves social mobility by helping young people aged 11-18 gain access to top universities and competitive careers. Our tutoring, mentoring and enrichment programmes are designed to give young people the support, skills and strategies they need to achieve their ambitions.

Recently a number of Parklands students took part in the virtual Careers Summit with some of the UK's top employers. Look out for the next event



Success Beyond School

Free, expert advice on guiding your child to a successful career



We are delighted to announce the latest in our Success Beyond School series; free-of-charge, 'Live Online' seminars designed to help parents supercharge their children's career potential.

Tuesday 11th May: Own The Room

Power up your child's public speaking skills; vital for any career

Wednesday 9th June: Success in the City

How to land a top job in the City: law, finance, consultancy and more

These events are for parents of students aged 12-18 and free to attend.



Own The Room

Discover essential techniques needed to help your child master their public speaking skills.

Tuesday 11th May, 7-8pm

[Register Now](#)



Success in the City

Hear from successful City professionals on how to land a top job in some of the world's most desirable careers.

Wednesday 9th June, 7-8pm (BST)

[Register Now](#)



We are happy to announce that we are going to be working with Robertson Construction for the next few months, whilst their Tatton redevelopment project is underway.

If anyone is interested in a career in the construction industry (and there are hundreds of careers on offer!) then make sure you get in touch with Miss Berry. We will be offering virtual work experience (and hopefully real-life opportunities in the not too distant future), as well as mock interviews, mentoring and career talks. There is even a virtual bricklaying session - brilliant if you want to be streets ahead of the other students at college or to impress your neighbours by building a professional barbecue!

Years 7 and 8 - keep an eye out for a competition coming soon and in the meantime, start researching some of the job roles available in the world of construction (hint, take a look at the [Go Construct](#) website here) ...

This Tatton redevelopment project aims to deliver a range of significant benefits for the local community.

It will give a much needed boost and vastly improved healthcare facilities for the area, as well as creating a focal point for the community for years to come.

Plans for the redevelopment of this area include:

- 62 apartment assisted living, affordable accommodation for the over 55's
- new GP surgery
- Pharmacy
- community café
- state of the art community centre
- children's nursery and garden for nursery children to enjoy
- small area for parking
- significant improvements to the recreation ground, to include:
 - play equipment for all ages of children
 - multi use games area
 - existing bowling green with brand new building for bowlers
 - event area
 - entrance piazza
 - picnic areas
 - sensory gardens
 - wildflower meadow area



Aged 16-24?
Volunteer with us as a
#YouthAmbassador



Volunteer As A Youth Ambassador

Aged 16-24? Volunteer with Youth Employment UK and you'll gain so much more than something great to put on your CV (you'll get that too)

What will you do?

You can apply to volunteer with us at any time if you are aged 16-24, live in the UK and have studied or worked in the UK.

Our Youth Ambassadors are a dynamic team of volunteers helping to tackle some of the youth employment barriers young people experience.

Wherever you live, we'll help you get involved in inspiring projects. Become a champion for other young people when you aim to volunteer 10 hours a month, either going to events or volunteering online.

Volunteer + help to shape young people's futures for the better.

How to volunteer

You'll be asked to download our Workplace App

(this is really important as it is how we share projects and opportunities)

Sign the volunteer agreement

▶ You can find it [here](#).

Fill in the registration form

▶ You can find it [here](#).

Email

Alesha@youthemployment.org.uk

Include your signed agreement, completed registration form, headshot photograph and CV in the email. Done!

What do you get?

Lots of training, support and mentoring ✓

Attend incredible events like going to Parliament ✓

Work on creative and social action projects that interest you ✓

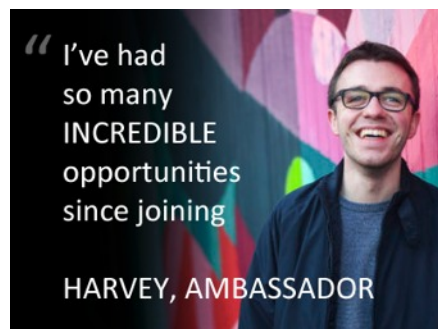
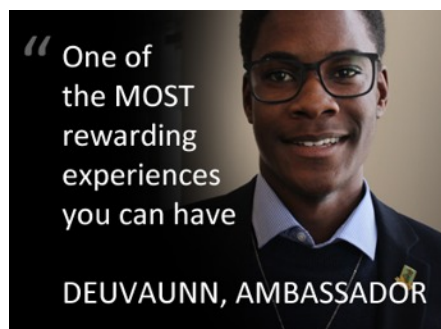
Build life and work experience skills ✓

Build a great network of contacts ✓

Work on all kinds of creative and social action projects ✓

Help shape UK youth employment policy ✓

Discover amazing opportunities ✓



So what are you waiting for? Grab your future.



ALLIED
HEALTHCARE
MENTOR

The only LIVE NHS Healthcare
Careers Virtual Work Experience
in the UK run by Healthcare
Professionals!

The next NHS Virtual Work Experience date is the 6th June. This is a brilliant opportunity to take part in LIVE virtual work experience, alongside health professionals - and if you are serious about a career in healthcare, then you shouldn't miss this.

The healthcare careers that will be covered are listed below:

- **Nursing**
- **Midwifery**
- **Paramedicine**
- **Physiotherapy**
- **Occupational Therapy**
- **Dietetics**
- **Radiography**
- **Prosthetics and orthotics**
- **Speech and language therapy**
- **Osteopathy**
- **Pharmacy and now includes**
- **Podiatry too!**



This programme is available to support all aspiring healthcare students as an alternative to in-person NHS work experience during the pandemic.

During the work experience day, students will follow 2 patients from their initial presentation to recovery. Students will observe the healthcare professionals as they interact with the patients and also each other. Students will have an opportunity to ask questions and gain knowledge through teaching. This will help students to make an informed career decision as well as learn about how healthcare professionals work together as part of a multidisciplinary team. Each work experience day is completely different and students will be able to build on their knowledge of NHS careers as they see different patient cases and their healthcare professionals work in a variety of settings, such as hospital and community.

You can learn more and students can register for the programme here: [Register now](#)

Students will receive certificates as evidence of having participated in the work experience programme. Places are just £10 a day to cover administrative costs and run the tech on the day.

MEDIC
MENTOR 
YOUR MEDIC FAMILY

VET
MENTOR 
YOUR MEDIC FAMILY

DENTAL
MENTOR 
YOUR MEDIC FAMILY



Industrial Cadets



EDT

Connecting young people with industry and inspiring STEM futures

Due to specific funding received, the EDT (Engineering Development Trust), are in a fantastic position of being able to offer Year 11 students that attend Parklands a fully funded bursary place if they require financial support in paying for the [Insight into University](#) (previously known as Headstart & Inspire) course.

With the mix of hands-on practical STEM activities and projects set by leading UK universities and global STEM companies and live sessions, it offers pathway support to students to see if university is right for them and open their eyes to a vast range of STEM courses. This is a unique opportunity for students interested in STEM to access all this amazing content in one place, then pick-and-choose subjects that interest them and do as many as they wish at their own pace over the summer. Here below are just a handful of examples of what the course has to offer. Are you a student who:

- ▶ Wonders if a future in Tech right for them? They can join an inspiring workshop developed by Tech Partnership degrees, involving Proctor & Gamble and Loughborough University.
- ▶ Is considering Chemistry at University? They will have access to live interactive chemistry taster days run by academics from University of Sheffield.
- ▶ Is not sure which branch of Engineering is right for them? Mechanical, Chemical, Civil, Electrical, Aerospace etc? Academics from a number of top UK universities will run live sessions to get an insight into what the different disciplines involve, and students will have an opportunity to ask all their questions.
- ▶ Is interested in HS2 and all the roles it could involve? They can work on a project developed by Balfour Beatty and speak to their engineers in live Q&A sessions.
- ▶ Likes Maths but does not know where it would take them? Academics at Lancaster University will run a selection of week-long group projects to give a taster of what it would be like to study maths at university.
- ▶ Has considered studying Materials Science at university? They will have a chance to find out more about this fascinating subject with lectures and activities from University of Cambridge.

And much more! Whether students are interested in life sciences, chemistry, engineering, physics, computer science, sustainability, aerospace, built environment or maths, on completion of the course they will be in a position to make a more informed decision for their UCAS application and will receive a [Silver Industrial Cadets award](#).

Find out more about this opportunity by looking at this [Insight into University](#) flyer.

For more information on this amazing opportunity, please contact Miss Berry at Parklands or the Student Recruitment Team

EDT (Engineering Development Trust)

Email: studentrecruitment@etrust.org.uk



WANT A CAREER IN ENGINEERING?

LEARN A TRADE FOR LIFE!



- > WELDING & FABRICATION
- > TECHNICAL PRODUCTION ENGINEERING
- > CNC MACHINING



We are looking for 18 x Welding and Fabrication Apprentices to join our brand-new Training Academy, which is due to open its doors in Blackburn in September 2021!

We were recently awarded with the Large Employer of the Year title at the National Apprenticeship Awards 2020, so this represents a great opportunity to start a career at one of the UK's most successful engineering companies.

The new academy has allowed us to create more opportunities for local people to begin a career in engineering! If you or someone you know might be interested, get in touch! Contact us at recruitment@wecl.co.uk or fill in our [online application form](#).



Apprenticeships in Welding/Fabrication, CNC Machining & Technical Production Engineering

WEC Group's in-house Training Academy was founded in 2006 and is one of the only apprenticeship scheme of its type in the UK.

The five-year welding/fabrication, CNC machining and technical production engineering apprenticeships provide individuals in Lancashire, South Yorkshire, Liverpool and surrounding areas with an opportunity to gain the relevant skills to carve out a successful career in engineering.

Our Academy is one of only a few TWI (The Welding Institute) certified welder training centres in the North West, and our Training and Development Manager is a CSWIP certified welder instructor and examiner which ensures our apprentices are trained to the highest international standards.

Apprentices also work on exciting community projects throughout the year with local authorities, charities and residents to develop their skill sets. Recent work has seen apprentices create a 5ft stainless steel statue in tribute to LS Lowry, a replica weathervane which was donated to a local church after the original was damaged in a storm, as well as a research space rocket for Starchaser Industries.

Every year we enter our apprentices into a range of awards, and also into the prestigious WorldSkills UK competition as a testament to the world class training they receive. Our welding/fabrication apprentices have won gold medals for three years in a row, as well as silver, bronze and Highly Commended.

WEC Group are extremely proud to have been recognised in the UK's Top 100 Apprenticeship Employers list in 2014, 2016, and 2017. The National Apprenticeship Service Top 100 List recognises excellence in businesses that employ apprentices and showcases the breadth of employers who now offer apprenticeships.

The Academy also won a range of awards over the past few years, including the BAE Systems Award for Large Employer of the Year in the Liverpool, Cumbria and Lancashire region finals in 2016, 2018 and 2019. We were also awarded the National Highly Commended Award at the National Apprenticeships Awards 2018 and 2019.

Real World Work Experience Scheme

26 – 28
July 2021

tomorrow's professionals

REAL WORLD WORK EXPERIENCE SCHEME

We aim to equip inquisitive minds with the professional knowledge and practical skills they need to go out and excel in their chosen careers

Virtual work experience for aspiring law and business students

We are aware of the extraordinary challenges students considering university study are facing and in 2020, we launched our first virtual work experience scheme, welcoming around 300 students who were unable to secure a work placement opportunity.

This year, the Real World Work Experience Scheme is expanding to cover even more professional areas across the legal and business sectors, with the aim of ensuring more students know what to expect and can develop key skills ready for the workplace.

The Scheme has a fully live and virtual 3-day programme (26-28 July), meaning students are able to learn from, and network with professionals safely from across the UK.

Speakers confirmed for our virtual work experience scheme

We are thrilled to be joined by the Co-Operative Legal team, UK Top 100 Law Firm Ward Hadaway, commercial UK firm TLT, legal and professionals firm Gateley PLC & Young Professionals, alongside University of Law senior tutors, our Employability Director, Careers team, University of Law alumni and current students.

Ward Hadaway

Ward Hadaway is one of the UK's Top 100 law firms and a major player in the North of England with offices in Newcastle, Leeds and Manchester. Matthew Cormack, Ishan Deshpande and Imogen Horne from the firm will be hosting an interactive real life legal case study, where you will be analysing the case and coming up with solutions to the situation.

Co-Operative Legal Team

We are delighted to welcome back the Co-Operative Legal team, who will be running a workshop focusing on consumer rights, which was extremely popular with last years attendees.

Gateley PLC

Current trainees Abi Pawlett & Niall Crossley will join our 'Day in the Life of a Trainee' panel to share their legal career journey with attendees and give you some tasks to complete that mirrors working in a real life law firm.

Why should I take part?

Functional knowledge and practical skills are key to success within the workplace. You will develop skills employers are looking for and start to understand how they are applied to the real world.

What will I do? Practical work-based tasks

Who will I meet? Meet potential future employers

Key dates and how do I apply

The Real World Work Experience Scheme will take place 26th - 28th July.

You would be expected to take part in all three days to ensure you can complete the collaborative tasks fully.

1 April - Applications open

18 June - Applications close

5 July - All successful applicants will be notified by this date

26-28 July - Real World Experience Scheme takes place

Don't forget to take part in our [Employability Prepare programme](#), to get top tips on how to develop your skills and make the most of opportunities in a virtual environment.

Making an application

The Scheme is open to students who are:

- Currently studying in Year 11 at school (you do not need to be studying either Law or Business)
- Interested in a career in the legal or business sector
- Keen to develop work related skills and knowledge in these areas
- Available to take part virtually across all three days (26th - 28th July)
- You will be required to submit a short statement (150 words maximum) detailing how you will make the most of the Scheme and how it would support your future ambitions.

Please note, parental/carer consent is necessary for you to take part in the Scheme.

[Start your application now](#)

What do you plan to do after school/college? Are you planning to go to university, start work or are you still undecided? We would love to hear your thoughts!

[Take part in our survey](#)

We help schools/colleges across the UK understand what students want when going through the careers/university process. We give them a detailed report so that they can tailor their services for you. Every response is important to us, and all answers are anonymous!

Have your voice heard and you will have the opportunity to win:

1. A MacBook Air
2. A £30 Amazon gift card
3. A £25 Just Eat gift card

The survey only takes 15 minutes, but your input can change careers guidance across the UK.



Berkeley
Designed for life

St Edward
Designed for life

On Wednesday 12th May we're hosting an **Insight to Careers in Property Development** with FTSE 100 company Berkeley St Edward. Throughout the evening they will be taking us through the main components of their business: Property Development, Construction, Architecture, Interior Design.

Berkeley Group are a publicly-owned FTSE 100 company listed on the London Stock Exchange. They build beautiful, successful places, blending homes, parks and public realm with great facilities to create fantastic communities. They have built more than 19,200 homes in the last five years, across London, Birmingham and the South of England and have a very strong presence all across the UK.

Insight to Property Development, including work experience and apprenticeship opportunities:

Wednesday 12th May, 5:00pm - 6:30pm

- Talks from leaders of property development / construction / architecture / interior design
- An insight into a huge UK-based property developer, their different departments and areas of work
- Get your questions answered by leading property development professionals

Open to all students in Y10 and Y11

[Apply here](#)



How to write a cover letter

A cover letter helps to support your CV or job application, adding further context to your skills and experience. But how do you write a cover letter? And what should it include? We take a look at some of the ins and outs of cover letters and how to write yours.

As well as exploring some of the key questions about cover letters, we'll also look at the various different elements you should include and how it should be structured.

What is a cover letter?

Let's start with the basics - what is a cover letter? Essentially, it's a document or letter that you send to accompany your CV when applying for jobs. It could take the form of a standalone electronic document, an email, a section of an application, or even a physical letter.

A cover letter should highlight some of your relevant skills, competencies and experience. Although it will, in part, be based on your CV, it should complement it rather than directly copy from it. 'The cover letter is an opportunity for you to tell your story on your terms, and for you to share the aspects of yourself that you want your future employer to know.'

Cover letter FAQs

Although cover letters aren't the longest part of the application process, they can be tricky to master. If you're wondering about some of the specifics of cover letter best practices, we've answered some of the general questions asked about them:

What is the purpose of a cover letter?

The purpose of the cover letter is to introduce yourself to a prospective employer and provide an overview of what you can offer. It's often the first thing a hiring manager will see before they read your CV, so it is important you make a good impression by creating a letter that is well written and looks professional.

How long should a cover letter be?

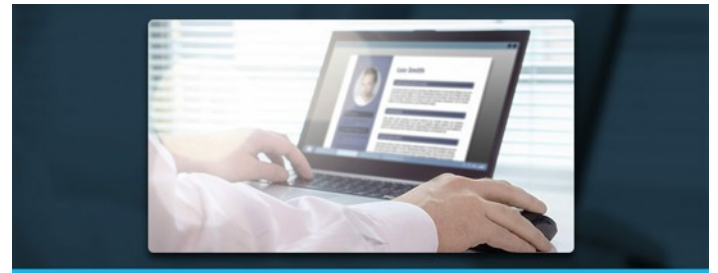
Before the COVID-19 pandemic, employers received around 25 applications per vacancy. What's more, recruiters only spend between 6-8 seconds looking at an application. So you want your information to be as succinct and impactful as possible.

When it comes to cover letters, you should aim for somewhere between half a page and a page long. If you're wondering how many words that is, it works out at around 250-300 words, divided across 3-4 short paragraphs.

Is a cover letter necessary?

On the whole, unless an application specifically asks you not to send a cover letter, you should think about sending one. Many online applications will have space for you to include one, while if you're applying directly via email or through LinkedIn, the contents of your message can act as your cover letter.

Ultimately, if you're writing directly to an individual to apply for a role, you should introduce yourself and your CV with a cover letter of some form. Similarly, if a particular job requests a letter, you'll definitely need to send one. Writing a cover letter is an essential skill for your career development.



How to write a cover letter

Now that we have some context as to what cover letters are and why they're important, it's time to look at how to write one. As with many aspects of succeeding with a job application, there is a skill to writing an effective cover letter.

We've highlighted some of the key areas to consider, taking you through each step of writing a cover letter, including some examples.

Format

First, let's consider the cover letter format and why it's significant. The exact style that you choose will depend largely on the type of application you're sending. For example, if you're applying directly via email, you should type your letter directly rather than attaching a separate document.

However, if you're applying via an online portal, it may ask you to attach a cover letter. In such instances, a document or PDF file would be appropriate, and you should use a more traditional letter style.

Structure

When it comes to the overall structure of a cover letter, there are several elements to bear in mind. Below, we've outlined how you might want to structure your cover letter, providing more details further down:

Header. Your address and contact details (if you are sending a more traditional-style letter)

Opening. Use the recipient's name in your greeting line, such as "Dear [contact name]"

Paragraph 1. Explain why you are reaching out to them.

Paragraph 2. Outline some of your key skills and experience, relating them to the job role you're applying for.

Paragraph 3. Highlight how, through your knowledge and experience, you can add value to the business.

Paragraph 4. Express your availability for an interview. Thank the reader for their time and consideration of your CV.

Ending. End your cover letter with a formal "Yours sincerely" and give your full name.

How to address a cover letter

Ideally, you'll want to address your cover letter directly to the hiring manager or person who will review your application. Of course, this is easier said than done depending on the job role and organisation you're applying to.

If you can, take the time to review the job posting to see whether it has a name attached. You can then address them

in the opening line, such as “Dear [First Name Last Name]”. If you can’t find the name, you might opt for “Dear [Department] Hiring Manager”.

Terms such as “Dear Sir/Madam” and “To Whom It May Concern,” both seem outdated, and the former isn’t inclusive.

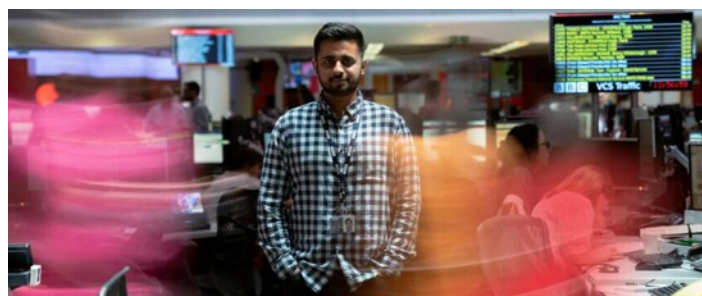
Cover letter openings

Your opening paragraph should briefly explain why you’re reaching out to the hiring manager. A statement of intent or motivation can help here. A few sentences explaining what about the job/company appeals to you shows that you’ve considered and reflected on the role in question. You may also want to let them know when you’d be available to start.

“I’m writing in support of my application for the role of [job role] as advertised [where you saw the job]. I’m excited at the prospect of working at [company], and I believe I could bring [relevant skills/knowledge] to the organisation.”

What to include in a cover letter

Along with your opening and introduction, you’ll want to use the remainder of your letter to promote your skills and gain the hiring manager’s interest. Remember, you have a relatively short amount of space, so you’ll want to make each line count.



Outline your skills

Here, you can pick out some highlights from your CV. You don’t want to simply repeat what’s in there, but a summary of the most relevant skills and experience can certainly help. You can also mention your current responsibilities.

“As you can see from my attached CV, I have experience working in a variety of different roles in the [x] industry. In my current position with [company], I am responsible for [areas related to job advert], and I have skills in [relevant skills].”

Highlight your past achievements

The exact contents of this section will depend on the seniority of the role you’re applying for. If you’re fresh out of school or higher education, you might want to focus on your academic achievement and any work experience you have. However, if you’re already working within an industry, focus on some notable successes, particularly those that link to the role you’re applying for. You could even use bullet points here to help create a concise overview of your selling points:

“During my career, I’ve had a number of successes. Some of the most notable include:

[exceeded specific performance target]

[enacted a change in a past role]

[another relevant achievement]

I understand that the role of [advertised role] requires similar successes, and believe my strengths in these areas would be ideally suited to [company/team you’re applying to].”

How to end a cover letter

When you’re writing your cover letter ending, you want to reiterate your interest in the role and express your desire for an interview. You can mention your availability here as well before finishing with your thanks and a formal sign-off.

“I’d love to have the opportunity to discuss the role further with you, and I am available for interviews [state your availability].

Thank you so much for your time, and I look forward to hearing from you.

Yours sincerely,

[Your name]”

Cover letter tips

So, we now know the elements and structure of a good cover letter. However, if you’re still looking for some inspiration when writing your own letter, we’ve got some top tips below:

Tailor each letter: Although it’s fine to have a template for your cover letter, you should make sure that you tailor one for each position you apply for. Look at the job listing and requirements, and link your skills and experience to that employer. It can take a little longer, but the extra effort is often worth it.

Check for mistakes: A 2017 YouGov survey found that 87% of senior executives considered spelling and grammar errors as the worst CV mistake an applicant can make. You should spend time double-checking your cover letter, making sure it’s free from errors. You could use a spelling and grammar checker to make sure you’ve covered your bases.

Focus on hard and soft skills: As with your CV, your cover letter can highlight some of the hard and soft skills that you possess. Employers like to see a well-balanced individual who has practical knowledge as well as interpersonal skills. Highlight attributes such as teamwork, communication, and problem-solving alongside the job-specific requirements.

Use plain English: Your cover letter should be clear and succinct. Although you do want to sell yourself to potential employers, you don’t want to overly complicate matters. A letter that is readable and brief, using workplace English, is easier for the hiring manager to scan and digest.

Do your research: It always helps to show that you’ve looked at the company you’re applying to ahead of sending your application. If you can, find out about the organisation and its aims and values. You can then refer to this on your cover letter and link it back to your own skills and achievements.

Sell yourself: Ultimately, your cover letter should make the recruiter or hiring manager want to look at your application in more detail. Don’t be afraid to promote your skills and experience in a positive light. If you can, use quantifiable achievements such as ‘grew revenue by x%’ when listing your successes.

Final thoughts: A cover letter is an important document when it comes to sending job applications. Writing your own covering letter is a skill in itself, but with a bit of know-how, you can soon master it. Although they’re often short, they can be effective in securing you an interview. As such, it’s worth spending some time on each one.



I'M DOING IT // STUDENT TAKEOVER // MONDAY 10th MAY

Hear from those who are already studying with us at our next Student Takeover event on Monday 10th May, 6pm!

Ever wondered what it would be like to study as a student at Access Creative College? (fyi, it's where Ed Sheeran and Rita Ora trained ...)

We're letting our student ambassadors take over for the evening as they discuss their experiences on their courses, what they're learning and why they chose to study with us at Access Creative College, the UK's biggest independent training provider.

Our students will talk about why they chose Access, what they do on their Creative courses and when the right time for them was to apply.

JOIN US VIA ZOOM FOR I'M DOING IT

There will also be a Q&A, where you can ask any questions you may have about studying a creative course with us!

Interested in finding out more?

Click below to register!

[Book your place!](#)

