



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

Here we are already at the end of the second week of term. As always, loads of great opportunities for students in this edition of Career News.



- Fantastic medicine summer career experiences with InvestIN - courses are almost full, so if you are interested, don't delay. (Bursaries available - see website).
- Jaguar Land Rover are hosting a virtual event to talk about their visions for the future of the company - and where you might fit in.
- Morgan Stanley are offering a Summer Academy running over six weeks during July and August for Year 11 students. Why not use those long summer months to find out more?
- Also for outgoing Year 11 students interested in an engineering career, BAE Systems are holding two engineering taster weeks in July (after GCSEs). Scan the QR code inside for more information.
- The world famous Norland Nanny Academy highlight some of their recent events - why not take a look at the amazing careers on offer?
- Future Learn give us five careers to watch out for in 2022, plus loads of tips about CVs, interviews and job hunting.
- There is a virtual careers fair - 'Career Jam' on Wednesday 3<sup>rd</sup> May, with some great free advice sessions to take part in - plus there's the chance to win a £50 Etsy voucher!
- Pathway CTM are running two exclusive events with ICAEW, for anyone interested in finance, accounting or business. These are free sessions and can really help you decide if it's the career for you.
- Medic Mentor, Vet Mentor and Allied Health Mentor are all offering virtual conferences and work experience opportunities - so if you are serious about a medical career, don't miss out.
- The apprenticeship vacancies page has some brilliant jobs on offer, everything from chefs to travel consultants. An apprenticeship allows you to earn as you learn - what's not to like?
- Finally - Career of the Week is rubbish this week! Or more accurately, Waste Management Officer - find out more about this growing career by following the link.

Year 10 will have an assembly with Runshaw College next week, when they will choose their July taster day subjects. This document has already been shared on Google Classroom - please make sure you have decided on your options in advance of the assembly, so we can collect the forms and start timetabling the sessions.

There are various Work Experience documents on the school website (under the 'Parent' heading). I am still waiting for some WEX slips to be returned - please get these in as soon as possible.

Have a great extended Bank Holiday weekend!

**2<sup>nd</sup> - 6<sup>th</sup> May 2022 - don't forget the Bank Holiday weekend!**

# INVESTIN

## Medicine Summer Experiences

In hospitals and clinics in London | For Ages 12-18

Medicine | Veterinary | Dentistry | Psychology | Forensic Science

**MEDICINE SUMMER EXPERIENCES**

MORE THAN **80% FULL**

Trustpilot  
4.9/5 from 1,900+ reviews

Applications for medicine-related degrees have rocketed since the onset of the Covid-19 pandemic, but universities often insist on applicants having had meaningful work experience in the field.

**We are offering students aged 12-18 exclusive medical experience this summer in world-class hospitals and clinics across London: highly-immersive activities supervised by experienced doctors, dentists, vets, psychologists and more.**

**[View All Experiences & Register](#)**

**We are more than 80% full for these programmes.**

# MEDICINE

Shadow doctors in hospital  
Watch a live surgery  
Learn to take blood  
Review X-rays



# VETERINARY

Meet patients in an animal hospital  
Experience equine rehabilitation  
Review blood tests and ultrasounds



# DENTISTRY

Shadow dentists in clinics and hospitals  
Learn to drill and take impressions  
Take patient histories



# PSYCHOLOGY

Attend patient consultations  
Work with a team of psychologists in a mental health ward  
Discover sports psychology at a Premier League football club



# FORENSIC SCIENCE

Examine key evidence on a crime scene  
Review fingerprint and blood spatter analysis  
Experience expert witness testimony in a courtroom





Morgan Stanley



## SUMMER ACADEMY

A VIRTUAL LEARNING SERIES DESIGNED FOR SCHOOL STUDENTS

[Register now](#)

At Morgan Stanley, we strive to build an organization that is diverse in experience and background, reflecting our standards of integrity and excellence. One way we demonstrate this commitment is through our Summer Academy which is an integral part of our recruiting efforts.

### **Morgan Stanley Summer Academy:**

The Summer Academy is Morgan Stanley's six week webinar series designed for students in Year 11-13. We're looking for inquisitive minds who are interested in gaining an understanding of Morgan Stanley, the industry and key topics through a series of tailored modules. Students will have the opportunity to sign up to the following modules:

- **How Money Works**

27th July

10:30 – 11:30 BST

- **Morgan Stanley News Room**

3rd August

10:30 – 11:30 BST

- **Personal Efficiency**

10th August

10:30 – 11:30 BST

- **Think Like a Coder**

17th August

10:30 – 11:30 BST

- **Relationship Currency**

24th August

10:30 – 11:30 BST

- **Plan your Future**

31st August

10:30 – 11:30 BST

### **How to Apply:**

To find out more about Morgan Stanley please visit our website here and to apply for the Summer Academy please follow the register link above. Students will be required to answer a short written motivational question as part of the application process. Parents, teachers & carers are welcome to attend alongside their children or students.

**Eligibility Requirements:** Open for all students in Year 11-13

**Application Deadline:** 26 June 2022

[Register now](#)



For those of you interested in high-end motor vehicles you're going to be interested in our next insight event!

On **Monday 16th May** from 5:00pm - 6:00pm we're hosting our first ever virtual event with luxury British car manufacturer Jaguar Land Rover.

Having been automotive industry pioneers for more than six decades, today Jaguar Land Rover is the UK's largest investor in automotive research, development and engineering. They use world class processes to create innovative British craftsmanship and engineering excellence in over 170 markets worldwide.

With exciting new products, cutting-edge facilities and continued growth into new markets, it's an exciting time to be at Jaguar Land Rover.

We'll be hearing all about how the company has become what it is today and their visions for the future with revolutionary new sustainable technologies particularly in the electric car space.

With a wide variety of school-leaver opportunities in a number of engineering fields, data analytics, supply chain & logistics and finance, could a career at Jaguar Land Rover be for you?

Join us to hear about the fascinating world of the ever evolving motor industry and learn from some of the world's leading engineering minds in the industry.

Click the following link to register yourself for the online event: <https://www.surveymonkey.co.uk/r/JLR-Event>

We look forward to welcoming you on the day.





11-15 and 18-22 July 2022

# Engineering Taster Weeks

Our taster weeks offer you the opportunity to gain valuable experience and an insight into the aerospace and defence industry.

Apply online: [www.baesystems.com/en/our-company/education/engineering-taster-week/air-sector](http://www.baesystems.com/en/our-company/education/engineering-taster-week/air-sector)



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Like <http://www.facebook.com/BAESystemsplc>  
Email [etw.warton@baesystems.com](mailto:etw.warton@baesystems.com)



**BAE SYSTEMS**

# BAE SYSTEMS

We are writing to you to advertise the 2022 Engineering Taster Weeks, hosted by BAE Systems Air Business Unit. This event is a five day, online engineering taster experience, open to students aged 16 to 18.

The Engineering Taster Weeks are aimed at developing young people's perceptions of engineering whilst providing a unique insight into the world of aerospace and aviation. The main activity of the week will be a group engineering challenge where the students will try to solve a realistic engineering problem. Alongside the group activity, there will be talks from BAE Systems engineers and skills development workshops.

2022 Taster Weeks are scheduled for:

- Monday 11 July to Friday 15 July 2022
- Monday 18 July to Friday 22 July 2022

Both weeks will follow an identical timetable and will take place online. All students who are 16-18 years old at the time of the Taster Weeks can apply. The application window will be open from the end of April 2022 and will close after we have received a sufficient number of applicants. We aim to provide updates to the status of the application window on our Social Media.

At BAE Systems, we provide some of the world's most advanced, technology-led defence, aerospace and security solutions. We employ a skilled workforce of 89,600 people in more than 40 countries. Working with customers and local partners, we develop, engineer, manufacture, and support products and systems to deliver military capability, protect national security and people, and keep critical information and infrastructure secure. We're committed to nurturing talent and empowering people to drive innovation, make the right decisions, and solve complex challenges. We want to share this attitude with your students and help them test and expand their knowledge of what it might be like to work in the engineering industry.

More information on the taster weeks and how to apply can be found at our website:

<https://www.baesystems.com/en/our-company/education/engineering-taster-week/air-sector>







## Norland celebrates first degree-awarding ceremonies

We were absolutely delighted to have awarded our very own degrees for the first time since being granted taught degree awarding powers in 2019.

A few weeks ago, 150 students from Sets 41 and 42 took their place in our 130-year history as the very first to graduate with a Norland-awarded degree.

The graduates proudly wore our brand new graduation gown with its symbolic colours of brown, blue and gold to receive the new degree certificate adorned with a newly commissioned coat of arms.

[Read more](#)





## Join us for our open day in May

We are looking forward to opening our iconic gates once again for our next open day on Saturday 7 May.

Our Discover Norland presentation will feature Liam (Set 39), one of our first male graduates to qualify as a Norlander, will be talking about his career as a Norland Nanny since qualifying in 2019.

Second-year student Harriet (Set 44) will also be discussing her time at Norland so far, settling in Bath after moving from Northern Ireland and pursuing her dream of becoming a Norland Nanny.



[Book now](#)

## Share our babysitting course with your students

If your students are interested in a career working with children, our free babysitting course is a wonderful way for them develop their knowledge and skills of working with little ones.



This course is specifically designed to introduce teenagers and young adults to the world of babysitting. It will give pupils and students interested in working with children an opportunity to learn from our 130 years of expertise.

Created by Norlander and Head of Consultancy, Agency, Alumni and Training Julia Gaskell, the course offers a glimpse of what it takes to become a prestigious Norland Nanny. It covers a variety of topics from how to deal with different behaviours with special emotion coaching techniques, to the laws and rules of babysitting and how to communicate with parents.

The masterclass is the first in a series of online courses created to give everyone, everywhere a solid foundation in early years education from the comfort of their own home.

## Watch our career pathways ‘Norland Unwrapped’

We recently had our fifth Norland Unwrapped session which was focused on the careers pathways our graduates go on to enjoy once qualifying as a Norlander.

Julia, Lizzie and Pollyanna talked about the fantastic opportunities that being a Norland graduate offers in terms of career choice and salary expectations, finding job roles that suit their lifestyle, work-life balance and studying a master's after qualifying.

Our next Norland Unwrapped will be a taster session of the degree and diploma. This is the first of its kind and will give prospective students a unique opportunity to see exactly what makes our degree and diploma so unique by participating in an interactive online session.

Keep an eye on your inbox and our website for the booking form so you can attend or share the event information with your students

[Watch Norland Unwrapped](#)

# The top careers in 2022 and how to get into them

**Whether you're new to the world of work, or just looking for a change, several career paths stand out as attractive in 2022.**

The average person spends around 80,000 hours on their career. How this time is spent really matters. But exactly which career is right for you?

Whether you're just starting off on your journey, or you've reached a fork in the road and you're looking to change direction, it's worth doing a little bit of research before you take the next step.

## What makes a good career?

It's difficult to make definitive prescriptions when it comes to career choices. Your career should ideally play to your strengths, and make a good match for your lifestyle. If you're looking for something hands-on, then too much screen time in your working day may be undesirable.

And how long should your working day be? You might want to work every hour that you have available, or you might want to clock off at 3pm and pursue other interests. You can't do that if you're an on-call doctor, but you might be able to do it if you're a decorator.

A good career can be thought of as fulfilling four criteria:

- You need to be paid.
- You need to be good at what you do.
- You need to do something that's useful to the world.
- You need to do something you love.

If you're good at what you do and what you do is useful to other people, then you'll have the opportunity to advance your career. If you're doing something you love and you're being paid for it, then you'll have job satisfaction.

## How do I know what is a good career for me?

This is a question with an answer that might take years to unearth. You might even think that you've found your perfect career, only to change your mind later on. So it's normal to feel a little bit uncertain. We've covered the topic in our blog on [how to choose a career](#) - but let's revisit it briefly here.

## Aptitude tests

If you're unsure of what you'd like to do with your life, you might find it helpful to answer a list of questions designed to establish whether you'd make a good doctor, architect or sports journalist.

An aptitude test is a rough-and-ready way to get an idea of what you're good at. Tests of this kind are not perfect, and

the results may sometimes run contrary to what you really understand about yourself. But that can be instructive, too.

If you get the results of a test and you're disappointed by them, then you'll know exactly what you really want them to be. In some cases, you might get that idea before you even read the results!

## Careers advice

It might be that you finish school and you don't really know what you'd like to do with the rest of your life. In fact, some people wait for decades before they discover their one true calling - if such a thing really exists.

## Take your time

If you're unsure of where to go next, it might be a good idea to explore your options more thoroughly, and perhaps even to take a break and get to know yourself during a year out.

Thanks to the modern internet, you've got the luxury of access to flexible learning opportunities, and the opportunity to change direction if you feel that you've taken a wrong turn.

## Choose your own path

It's also worth making yourself aware of a few of the mistakes you might make when you're first setting out. Don't forge a career to please other people. Just because your mother wants you to be an endocrinologist doesn't mean you need to be one.

More broadly, don't feel that you have to pursue an academic career when you'd really prefer a vocational one.

Having several different careers over the course of a lifespan is increasingly seen not just as normal, but as rational. Changing your job in your thirties, forties or fifties might seem like a daunting prospect, but often the results can be worth it.

If you've always wanted to be a novelist, or a carpenter, or a game designer, and your circumstances permit you to make the switch, then there's no sense in persisting with a career you're no longer enamoured with.

## 5 careers to watch out for in 2022

**Hungry for inspiration? Let's take a look at some of the more attractive career choices for this year.**

### 1. Nurse

Despite recent advances in AI and mechanised healthcare, nurses are going to be with us for a while yet. Perhaps they might even outlast doctors. This is therefore a career that's reasonably future-proof, and that will provide huge amounts of job satisfaction if you have the right disposition.



## 2. Software Developer

Our world is increasingly built upon software. A career in software development could therefore be highly satisfying - and highly lucrative. You could be responsible for the next TikTok or YouTube; more likely, you'll have a hand in creating one of the thousands of lesser-known programs that serve many different purposes.

Programming skills are highly transferable, which means that you'll be able to move on to something new whenever you're ready for a new challenge. You might start a career [creating video games](#), and eventually move on to calorie-trackers, metronomes, air-traffic-control systems, or just about anything else that takes your fancy.

In 2021, the government's [Digital Economy Council](#) examined listings on popular job-search websites. It determined that more than 100,000 software development jobs were being listed on any given week. In other words, if you've got the right skills, there's someone out there who'll pay you.

## 3. Data Scientist

According to [research from Glassdoor](#), Data Scientist is the fifth most in-demand job in the UK, offering salaries pushing up against the £50,000 per annum mark.

This might not come as much of a surprise. The modern internet is awash with data. Understanding and analysing that data requires proficiency in a few different programs, many of which are household names.

Just about everyone is familiar with Microsoft Excel, for example - but few of us really understand how powerful it is. If you can really get to grips with it, you'll be highly desirable to employers.

## 4. Supply Chain Manager

The world is more interconnected than it ever has been. A modern product might be developed using materials and expertise from dozens of different countries, and be shipped from location to location before finally being sold worldwide.

The Covid-19 pandemic accelerated the shift toward home delivery, meaning that the global logistics industry is hungrier than ever for those who know how to keep supply chains working.

Optimising shipping costs means having a complete understanding of modern supply chains and how they really work. That's where a supply chain manager comes in. This professional is there to assess the supply chain of a given business, and see where efficiency savings are to be made, and where problems need to be corrected.

## 5. Bioeconomist

Much of the planet's wealth is biological and warrants special consideration when we think about economic issues. A

bioeconomist has a deep understanding of several different fields, bringing them all together. Their expertise is sure to become more valuable over time, as alternative sources of food and fuel are sought.

Think about the ongoing climate crisis, habitat loss, food waste and population growth. These are all deeply multifaceted problems that will require specialised expertise to solve!

## How to get your dream job

Getting yourself qualified for a particular role is only half the battle (if that). You'll also need to find the job in question, and persuade a few perfect strangers that you're a good fit. This requires a few soft skills that might not be related to your field of study.

## Hunting for jobs

If you can't find the job in the first place, you'll be unable to apply for it. Cast as wide a net as possible by searching on several different job sites, and by building your network of contacts on sites like LinkedIn.

## Writing applications

Once you've found a position, it's time to apply for it. Your application should follow a pretty standard format, including both a CV and a cover letter. You can follow up on your applications later on.

## Writing a great CV

Your CV (that's Curriculum Vitae) should also follow a set format. If your would-be employer opens your CV and the first emotion they experience is irritation, then you'll be at a significant disadvantage. That means keeping things succinct, legible, and direct. No Comics Sans!

If you're struggling to get off the mark, then take a look at our [free CV templates](#).

## Writing a cover letter

Your cover letter is a short piece of text that introduces you and explains why you're applying for the job. It should outline your expertise, background and experience. If you've moved from one career to another, then you should focus on your transferable skills.

## Preparing for interviews

The interview is something that many candidates dread. But it's an opportunity to impress. You can prepare by running through some of the most [frequently asked questions](#).

Make sure that you're dressed appropriately, and that you arrive with plenty of time to spare.



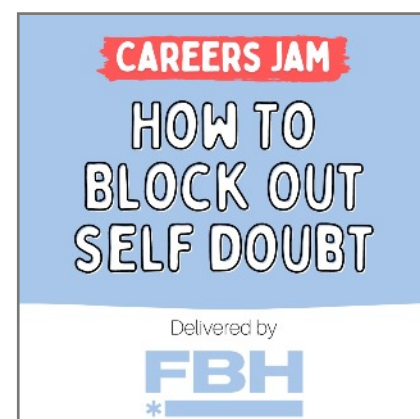
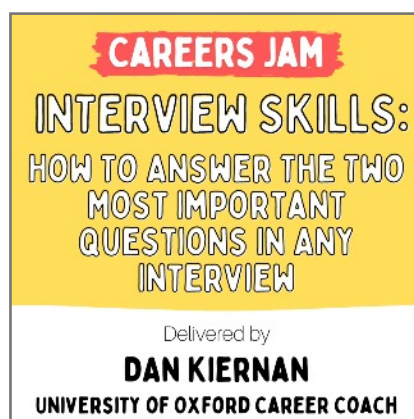


## Want some help to build your future?

Want to hear what it's like to work in different industries, learn what pathways are open to you and take part in workshops on practical skills that will help you get that dream job?

Then get your ticket for **Careers Jam** on **3rd May** (10am - 4pm) and attend the event independently! This virtual careers fair is designed for 16-24 year olds who want to hear from industry leaders, connect with employers & educators and apply for jobs, grad schemes, apprenticeships, internships & work experience placements.

**Here's just a few examples of the brilliant sessions we have in store...**



**Other sessions include:** Careers That Save the Planet, Living in a Digital World, How to Become an Entrepreneur, Careers in the Creative Industries, Stand Out From the Crowd - Top tips for bagging your dream job, and Being You - Equality in the workplace. [See the full agenda here!](#)

## Busy that day? No worries.

The whole platform and sessions will be **available on-demand until September**, so you can catch up at any time. That means you'll be able to revisit recordings of sessions and workshops, watch bonus content and browse the virtual booths at any time.

**So what are you waiting for?** Anyone who gets their ticket now and helps us reach 4,000 registrations will be entered into our prize draw to get a **£50 Etsy voucher!**

**[Get your ticket!](#)**





## CALLING ALL STUDENTS!

ICAEW are running 2 exclusive events for students interested in Finance, Accounting or Business, who are looking to kick start their career within the sector!

ICAEW is a professional membership organisation that promotes, develops and supports chartered accountants and students across the world. They partner with some of the top accounting firms across the UK so this event is a great way to network with industry professionals to help get your foot in the door.

Do you have a natural analytical mind-set, a entrepreneurial flair,  
or showcase great communication and teamwork skills?

If this sounds like you and you want to find out more about how to showcase these skills, then this event is for YOU! ICAEW will be helping you learn more about understanding your strengths and what is needed to excel within the Finance and Accounting sector.

If you would like to find out more about ICAEW and what core skills they are looking for in their employers, come along to this FREE session.

ICAEW will be running a second session on [Thursday 19th May](#) for anyone who cannot make the first one, but do make sure to sign up ASAP to avoid disappointment!



### Transferable Skills with ICAEW

Thurs 5th May | 6pm-7pm

[\*\*Register here\*\*](#)

# VET MENTOR



## YOUR MEDIC FAMILY

Dr Alex here, President of Vet Mentor.

I'm delighted to announce the return of the FREE **Get into Veterinary Medicine** Conference for all aspiring vet students.

I will be hosting a FREE Get into Veterinary Medicine Conference on:

**Sunday 15th May from 9:30am to 5:30pm**

The conference is a fantastic opportunity for your aspiring vet students. They can register their free place using this link: <https://airtable.com/shrs1hEiPfdSSgnl2>.

Now is the ideal time for students to begin preparing for their application to veterinary medicine, and this conference will equip them with the skills and resources to do exactly that.

I will guide attendees towards becoming the best university candidate they can be with:

- CV Building
- Veterinary Work Experience
- Personal Statement Advice
- Veterinary School Interview Training
- Help with accessing Veterinary Awards, Prizes, and Leadership Programs
- Guidance in applying for Scholarships to study Veterinary Medicine at University

I'll also be answering any questions about UCAS and what it's like to work as a Vet day-to-day.

Feel free to find out more about the Get into Veterinary Conference and how it will benefit you here: <https://medicmentor.co.uk/online-get-into-veterinary-medicine-conference/>

Attendees who stay for the entire conference will be awarded a Certificate of Attendance to add to their UCAS application!

They'll just need to book their place for Sunday 15th May 9:30am - 1:30pm by filling out this short form: <https://airtable.com/shrs1hEiPfdSSgnl2>

Many thanks!

Dr Alex Davies  
President of Vet Mentor  
Your Medic Family



# MEDIC MENTOR



## YOUR MEDIC FAMILY

Dr Siva here, Chief Mentor at Medic Mentor.

If students are considering a medical career, they should attend one of our free **Get into Medicine** Conferences.

These conferences cover everything students need to know about the UCAS application and give them a chance to speak to Doctors and Medical School Students. They can [register here](#):

Dr Iain Kennedy and I lead these conferences every weekend from 9:00 am - 1:30pm to provide a comprehensive guide to the Medical School application process, including:

- **Interview Training**
- **Personal Statement Advice**
- **How to Approach the UCAS Application**
- **Entrance Exams: BMAT and UCAT**
- **Accessing Medical Leadership Programmes, Award Programmes, and Scholarships to Study Medicine at University**
- **CV Building**

Students also hear from recently successful applicants to Medicine. They share their insight into the application process and how to make yourself the ideal candidate.

As I'm sure you are aware, applications to study medicine are extremely competitive. Students who receive help and insider advice from Doctors and Medical School Students are equipped with the best chances of success.

We run a **Get into Medicine Conference** every Saturday or Sunday from 9:00am - 1:30pm. The next available dates are:

- **Saturday 30th April**
- **Sunday 1st May**
- **Saturday 7th May**
- **Sunday 8th May**
- **Saturday 14th May**
- **Sunday 15th May**

I highly recommend students attend a Get into Medicine conference as early as possible.

**[Students can register using this link](#)**

If you need any more information, do feel free to visit our website: <https://medicmentor.co.uk/medicine-national-healthcare-weekend/>

*Please note that students must have a parent or guardian with them throughout the conference for safeguarding purposes.*



# ALLIED HEALTHCARE MENTOR

A quick reminder that students who wish to participate in the NHS Allied Work Experience Programme on **Sunday 8th May** have just one week left to register via the following link:

<https://alliedhealthmentor.org/nhs-healthcare-careers-virtual-work-experience/>

The programme is available for years: 10 and 11

All students will be awarded a Work Experience Certificate for participating in the day. This is something that they can include in their UCAS and Apprenticeship Applications!

The next Work Experience day will cover the following healthcare careers:

- Nursing
- Midwifery
- Paramedicine
- Physiotherapy
- Occupational Therapy
- Dietetics
- Radiography
- Prosthetics and Orthotics
- Speech and Language Therapy
- Pharmacy

The virtual work experience day will take place through an online portal and run **LIVE** from 10am-5pm, following 2 patients from their initial accidents through to recovery.

Students will see them interact with a variety of healthcare professionals listed above so that they develop an understanding of the multidisciplinary team as well as insights into their own chosen career.

The cost to attend is £10/student per session, which is just an administrative cost to cover the set-up of individual portals, personalised certificates, safeguarding, and the technology on the day, such as our servers and chat functions.

We look forward to welcoming all potential healthcare students onto this national virtual work experience programme!







**L2 Warehouse and Logistics Apprentice**  
Thyssenkrupp Aerospace Limited

VAC 001813613

**L2 Production Chef Apprentice**  
Dish Bar and Restaurant

VAC 1000039020

**L3 Cruise Connoisseur Apprentice**  
Panache Travel Group Limited

VAC 1000039619

**L3 Business Administration Assistant Apprenticeship**  
Panache Travel Group Limited

VAC 1000039609

**L3 Marketing and Web Development Apprentice**  
Panache Travel Group Limited

VAC 1000039595

**L3 Apprentice Fleet Maintenance**  
Blakedale Limited

VAC 1000036710

**L3 Apprentice Receptionist/Administrator**  
Whittle Surgery

VAC 1000039249 (x 2 vacancies)

**L3 Apprentice Childcare Practitioner**  
PK Kids Day Nursery Limited

VAC 001843981

**L3 Travel Consultant Apprentice**  
WTL Travel Services Limited

VAC 1000039792

**L3 Apprentice Administration Assistant**  
T Sumner Smith Ltd., Clayton Green

VAC 1000039038

**L3 Vehicle Damage Paint Technician Apprentice**  
The Standish Body Shop Limited

VAC 001811192

**L3 Support Analyst Apprenticeship**  
Cegedim Rx Limited

VAC 001779913

**L3 Business Administration Apprenticeship**  
Back Care Solutions Limited

VAC 1000039393

**L3 PA/Receptionist Apprentice**  
Smart Strategy Marketing Limited

VAC 1000038901

**National Apprenticeship website:** <https://www.gov.uk/apply-apprenticeship>

Before you apply for an apprenticeship, you must first create an account:  
<https://www.findapprenticeship.service.gov.uk/register>

# CAREER *of the* WEEK

## Waste management officer

**Handling responsibility, an interest in the environment and sustainability and the ability to understand complex legislation are just some of the skills you'll need as a waste management officer.**

In the role of waste management officer, you'll organise and manage waste disposal, collection and recycling facilities. You may also be responsible for waste treatment and street cleaning operations. Some posts combine waste management and recycling functions, while others split them into separate jobs.

Waste management companies have to balance providing the best value service for their clients with safe waste disposal (in line with government regulations), increases in landfill tax, packaging regulations and recycling targets.

### Responsibilities:

As a waste management officer, you'll need to:

- oversee waste management schemes, such as at landfill sites
- supervise the transportation of waste to ensure that it takes place efficiently without contaminating air, land or water sources
- assist with the development, promotion and implementation of new waste disposal schemes
- ensure compliance with current legislation in the transportation, handling and disposal of waste
- formulate and control budgets for waste disposal
- collate statistics and compile reports often to strict deadlines
- monitor the quality and performance of waste services, including contract management of external providers
- assist with the development of information and promotional materials
- aim to meet waste reduction and recycling targets
- deal with enquiries and complaints from members of the public both in person and by phone or email
- investigate and follow up claims of the illegal dumping of waste and work with other waste regulation enforcement staff
- identify and target areas with fly tipping or black bag problems, working to find solutions to eliminate these
- consult with residents, community groups, councillors, housing associations and traders' associations about waste management issues, identify their requirements and provide appropriate solutions
- develop research projects and contribute to the activities of national groups concerned with waste disposal.

At a senior level, you're likely to also have responsibility for multimillion-pound budgets.

**Follow this link for more information**

