

# CAREERS NEWSLETTER

JANUARY 2021 - EDITION 03

NATIONAL COLLEGE FOR ADVANCED TRANSPORT & INFRASTRUCTURE



## WELCOME

Welcome to the second edition of our Careers Newsletter. We hope we are meeting our aim to provide you with careers support and guidance while you are with us and beyond.

Here at NCATI we are keen that you can access all the Careers education, advice, information and guidance (CEAIG) that you need to plan your development and future with us or in the workplace.

If you would like to see anything in a future edition, please email [Careers@ncati.ac.uk](mailto:Careers@ncati.ac.uk) with your suggestions.

If you are an apprentice, some of the content may be of interest to your employer – so please feel free to share.

## CAREERS CONTACTS

### NCATI Careers Lead (Birmingham Campus)

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### NCATI Careers Officer (Doncaster Campus)

Emma Nettleship [emma.nettleship@ncati.ac.uk](mailto:emma.nettleship@ncati.ac.uk);  
01302 540259 | Doncaster Campus Room 133

## WE ARE OPEN

### Birmingham Campus (Remote Guidance Only)

**Operating Hours** Tue & Thu  
10.00am - 4.00pm

**1:1 Appointments** Tue & Thu  
12.00pm - 2.00pm

### Doncaster Campus (Room 133)

**Onsite** Mon & Tue  
9.00am - 3.00pm

**Remote** Wed - Fri  
9.00am - 3.00pm

## WHAT WE DO

- **Small group careers workshops** on a range of areas like CV's, applications and interviews.
- **Curriculum session delivery** planned with the curriculum staff.
- **1:1 appointments** to discuss specific areas of guidance required
- **Drop in sessions**
- **Support to find employment**
- **Career planning**
- **Remote appointments**

**PLEASE BE AWARE THAT DUE TO COVID RESTRICTIONS WE ARE DELIVERING ALL SUPPORT REMOTELY AT THE CURRENT TIME**

## WHERE TO FIND CAREERS SUPPORT

- **Campus offices** Birmingham Room 234  
Doncaster Room 133
- **Canvas** (NCATI learner portal) under the Careers & Employability section
- **Careers notice boards** in Birmingham reception area & Doncaster first floor atrium
- **Digital display screens** at both campuses
- **NCATI website**

If you would like any further information, please don't hesitate to contact us on:

☎ 0330 120 0375

✉ [enquiries@ncati.ac.uk](mailto:enquiries@ncati.ac.uk)

🌐 [ncati.ac.uk](http://ncati.ac.uk)



### IMPORTANT

Make sure you have applied for higher level courses at NCATI or university via UCAS

Search and apply for Higher Degree Level Apprenticeships with employers

Arrange Student Finance with SFE if you are progressing to a higher level course at NCATI or elsewhere.

Degree courses or Higher-Level Apprenticeships

Register your attendance at virtual university Open Days:

<https://www.ucas.com/ucas/events/find/scheme/virtual-and-digital/type/open-day?layout=list>

List of virtual university campus tours:

<https://www.ucas.com/undergraduate/what-and-where-study/open-days-and-events/virtual-tours>

Aston University Virtual Open Day:

<https://www2.aston.ac.uk/opendays>  
<https://www2.aston.ac.uk/opendays/undergraduate>

Birmingham University Virtual Open Day:

<https://www.birmingham.ac.uk/undergraduate/visit/opendays/index.aspx>

Book a 1:1 appointment with a careers advisor if you want to discuss your next steps

Research and apply for Graduate Recruitment opportunities (BSc)

Search and apply for apprenticeship vacancies for 2021.

### KEY DATES

**September '20 – October '20** Applications 'Live' is open. Register and start your application

**8 September '20** Submit your UCAS application in full. Universities can offer a place.

**15 January '21** 1<sup>st</sup> application deadline, 'equal consideration' ends.

**25 February '21** UCAS 'Extra' opens. If you have not had an offer you can apply for another university course.

**31 March '21** Universities offer places

### USEFUL LINKS

To source higher level apprenticeships:

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

To look at for employment opportunities:

<https://www.railwaypeople.com/>

#### Sheffield Hallam University Links

Engineering Department Facilities Video:

<https://youtu.be/icZQlcnK-8Y>

SHU Higher Degree Apprenticeships Page:

<https://www.shu.ac.uk/business/training-and-development/degree-apprenticeships>

SHU Engineering Degrees:

<https://www.shu.ac.uk/courses/engineering>

Application support videos and 'how to' on UCAS and personal statements, finance, student life, HDAs etc: <https://www.shu.ac.uk/about-us/schools-and-community-outreach/student-resources>

### QUOTE

"Your time is limited, so don't waste it living someone else's life. Don't be trapped by dogma – which is living with the results of other people's thinking."

Steve Jobs



Two videos from current students in engineering talking about their pathway to the degree and placements (these are particularly relevant for any female students)

<https://www.youtube.com/watch?v=rJfcDH1PAk&t=188s> , <https://www.youtube.com/watch?v=063hIZ-6mSU&t=1s>

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## TAKE A LOOK AT

Thinking about applying for university or Level 4 courses? Check out Canvas and the Careers section for information on:

- Writing a Personal Statement
- Writing or updating your CV for HE courses or employment

Thinking about applying for apprenticeships? Register on <https://www.gov.uk/apply-apprenticeship>. See what's available using the drop down menus to tailor your search

Looking for Graduate opportunities? Check out the guidance on canvas and The Rail Delivery Group; [www.raildeliverygroup.com/about-us/careers/ways-into-rail/railway-eng-grad-scheme](http://www.raildeliverygroup.com/about-us/careers/ways-into-rail/railway-eng-grad-scheme).

Check rail company website / vacancies or dedicated pages as well!

Thinking about employment in a workplace? Take a look at Canvas, Careers and Employability where there is guidance and support on different job roles /case studies, what careers exist in rail and engineering, what employers want from their employees, what employers and employees should expect, how to use social media and using the hidden jobs market to find that job!

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## WHAT'S ON

What to look at on Canvas to support you. This often links to 'Things to Do'.

**Exploring Careers in Engineering and Related Areas** This will give you an overview of all of the areas of engineering and related areas that you may want to consider for future employment with useful links and guidance.

**What Employers Want** You may have expectations about what you want and need from a job, but employers also have expectations from you... prepare yourself for industry with realistic expectations and make yourself the dream employee!

**How to Use the Hidden Jobs Market to Find Employment** Old school job searches meant reading the vacancies page in newspapers but things have moved on. Vacancies are now advertised in a wide variety of places, use this guidance so that you know where to look and expand your job search!

### Employers Rights and Responsibilities

In employment you employer has certain requirements to meet if they employ others and you also need to meet certain requirements. Make sure you know what is expected in the workplace.

**Money Matters 1** Find out how to manage your money, budget, the benefits and disadvantages of renting v mortgaging, credit cards and how to get out of debt. With useful links to specialist support networks.

**Money Matters 2** Find out how to manage your money, budget, the benefits and disadvantages of renting v mortgaging, credit cards and how to get out of debt. With useful links to specialist support networks.

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### EVENTS

From [www.eventbrite.co.uk](http://www.eventbrite.co.uk)

- 13 January** HETA Virtual Open Evening  
Scunthorpe
- 14 January** Your Digital Footprint, Social  
Engineering and Staying Safe  
Online Webinar
- 20 January** 20 Systems Engineering: Fifty  
Years and Fifty Lessons Learned
- 28 January** IRSE L&SE - Station Security  
Information Systems  
Improvements

### Sheffield Hallam University Events

Degree Apprenticeships Virtual Open Days  
<https://www.shu.ac.uk/visit-us/hda>

Virtual Open Days  
<https://www.shu.ac.uk/visit-us>

### University of Birmingham Events

Virtual Open Days  
<https://www.birmingham.ac.uk/undergraduate/visit/opendays/booking-form/Book-your-place-at-Open-Day.aspx>

College of Engineering Open Days  
<https://www.birmingham.ac.uk/undergraduate/visit/opendays/virtual-open-days-2020/vod-eps.aspx>

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### YOUR LOCAL LABOUR MARKET INFORMATION (LMI)

Labour market information is always useful to give an insight about what is happening in the labour market – what industries and job roles have most vacancies, where there has been a downturn in employment etc. This can help you target your job search to more specific areas.

#### Doncaster

<https://www.opportunitiesdoncaster.co.uk/thisisdoncaster/>

#### Birmingham

[https://www.birmingham.gov.uk/downloads/file/12673/labour\\_market\\_update\\_q1\\_2020](https://www.birmingham.gov.uk/downloads/file/12673/labour_market_update_q1_2020)