



WELCOME

Welcome to the fourth 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 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 Officer (Doncaster Campus)
Emma Nettleship emma.nettleship@ncati.ac.uk;
01302 540259 | Doncaster Campus Room 133

WE ARE OPEN

Birmingham Campus (Remote Guidance Only)

Remote Monday - Friday
9.00am - 3.00pm

Doncaster Campus (Room 133)

Onsite Monday & Tuesday
9.00am - 3.00pm

Remote Wednesday - Friday
9.00am - 3.00pm

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

WHAT WE DO

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

WHERE TO FIND CAREERS SUPPORT

- **Campus office** 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**

THINGS TO DO

- 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.
- Register your attendance at virtual university Open Days (Degree courses or Higher Level Apprenticeships)
<https://www.ucas.com/ucas/events/find/scheme/virtual-and-digital/type/open-day?layout=list>

CAREERS NEWSLETTER



FEBRUARY 2021 - EDITION 04

NATIONAL COLLEGE FOR ADVANCED TRANSPORT & INFRASTRUCTURE

- 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 or Postgraduate / MA courses (BSc)
- Search and apply for apprenticeship vacancies for 2021

EVENTS

3 February 2021 (1pm – 2pm & 4pm – 5pm)

SHU Engineering Insight Virtual Session
Book your place at sclo@shu.ac.uk

4 February 2021

Students/Graduate Engineers; CV Review Clinic
[Free] www.eventbrite.co.uk

8 February 2021

Part-time Coding Course Q&A
[Free] www.eventbrite.co.uk

11 February 2021

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

Sheffield Hallam University Virtual Open Days

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

University of Birmingham Virtual Open Days

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

University of Birmingham College of Engineering Open Days

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

KEY DATES

25 February 2021 UCAS 'Extra' opens – if you have not had an offer, you can apply for another university course

31 March 2021 Universities offer places

WHAT'S ON

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

Graduate Recruitment and Assessment Centres

This will help you to understand what employers graduate recruitment processes 'look like' and also help you to prepare for higher intensity application and interview processes for roles with a degree qualification.

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

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

Official General Unencrypted

0330 120 0375

✉ enquiries@ncati.ac.uk

🌐 ncati.ac.uk



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.

Useful Links

- To source higher level apprenticeships <https://www.gov.uk/apply-apprenticeship>
- To look at for employment opportunities <https://www.railwaypeople.com/>
- Uni taster days and support <https://www.unitasterdays.com/search.aspx?PG=3&SID=8&SFID=5&Sort=D>

Sheffield Hallam University Links

- Engineering Department Facilities Video <https://youtu.be/icZQlcnK-8Y>
- 'Visit Us' page where all SHU open days and Higher Degree Apprenticeships events will be advertised and you are able to sign up to attend- <https://www.shu.ac.uk/visit-us>
- 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>
- <https://www.shu.ac.uk/about-us/schools-and-community-outreach/teacher-resources/applicant-support-sessions>
- 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=rJfcDH1PA_k&t=188s , <https://www.youtube.com/watch?v=063hIZ-6mSU&t=1s>
- Online learning opportunities using [The Skills Toolkit](#)



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.

DON'T FORGET TO CHECK RAIL COMPANY WEBSITES/VACANCIES OR DEDICATED PAGES

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!

It might also be that time for you all to think about **how to use your money** in the best way and how to budget, especially if you will be living on a student's budget or wage – take a look at our 'Money Matters' support in Canvas – Careers and Employability (2 parts).

QUOTE

“BE SO GOOD THEY CAN'T IGNORE YOU”
STEVE MARTIN

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.

- Which jobs are likely to be easiest or hardest to find in your area
- Which are the big employers in different areas and which ones have jobs on offer
- What skills employers are looking for and which are in short supply
- How much you can expect to be paid in specific jobs
- What working conditions are like
- What qualifications will be most helpful if you want a certain career
- What the jobs of the future might look like and which jobs might disappear

Rail and Rolling Stock Builders and Repairers

Weekly Pay £840
Annual Pay £43,680
Hours/Week 46 hours
Hourly Pay £18

50.3% of the workforce is projected to retire, creating 3,500 job openings

Civil Engineers

Weekly Pay £790
Annual Pay £41,080
Hours/Week 38 hours
Hourly Pay £21

The workforce is projected to grow by 5.1% over the period to 2027, creating 4,400 jobs. In the same period, 39.9% of the workforce is projected to retire, creating 34,700 job openings