

# CAREERS NEWSLETTER

NOVEMBER 2021 – EDITION 11



## WELCOME

Welcome to the second edition of our Careers Newsletter for the 2021/2022 academic year! 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.

## 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**

## CAREERS CONTACTS

### 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)

**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 UPDATED COVID RESTRICTIONS WE MAY DELIVER SUPPORT REMOTELY AT TIMES**

## 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**
- **This Newsletter!**

## THINGS TO DO

- Write / update your CV
- Send your CV to the Careers Team for guidance and checking
- Notify the Careers Team if you want an industry mentor and in which specialisms
- Notify the carers team about work experience specialisms and locations you would like

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)

- If you are nearing your EPA please book and Exit Interview with your Apprenticeship Officer.
- Search for Graduate Programmes with employers as you will need to apply for most between September and December '21
- Search for Apprenticeship vacancies, there are more around from September '21 – March '22 than at other times of year. Register on [Find an apprenticeship - GOV.UK \(www.gov.uk\)](https://www.gov.uk) and directly on employer websites for alerts /twice weekly checking, if you have not already done so.

## KEY DATES

September '21 – October '21; UCAS course search tool is live

September '21 – October '21; Applications 'Live' is open. Register and start your application

8 September '21; Submit your UCAS application in full. Universities can offer a place.

15 January '22; 1<sup>st</sup> application deadline, 'equal consideration' ends.

26 January '22: Apply via UCAS for NCATI Level 4

25 February '22; UCAS 'Extra' opens. If you have not had an offer you can apply for another university course.

## EVENTS

<https://www.eventbrite.co.uk/>

Add filters; 'rail' 'engineering' 'Free' 'this month'

### Advanced Engineering 2021

October 3<sup>rd</sup> & 4<sup>th</sup> 2021

Useful for networking

[Advanced Engineering 2021 | Engineer a more efficient future \(advancedengineeringuk.com\)](#) (Links to an external site.)

### Carlisle Support Services - East Midlands Railway Recruitment Day

November 12<sup>th</sup> 2021

[Carlisle Support Services - East Midlands Railway Recruitment Day Tickets, Fri 12 Nov 2021 at 11:00 | Eventbrite](#)

### Engineering Apprenticeship Open Event

November 17<sup>th</sup> 2021

by [Derwent Training Association](#)

[Engineering Apprenticeship Open Event Tickets, Wed 17 Nov 2021 at 17:00 | Eventbrite](#)

### Engineering the Future: HS2 and Beyond

November 11<sup>th</sup> 2021

by Aston University Student Recruitment and Outreach

[Engineering the Future: HS2 and Beyond Tickets, Thu, Nov 11, 2021 at 10:00 AM | Eventbrite](#)

### How To...Master Self-Employment

NOVEMBER 11<sup>TH</sup> 2021

by BSEEN

[How To...Master Self-Employment Tickets, Thu 11 Nov 2021 at 17:00 | Eventbrite](#)

### Aston University Postgraduate Open Day

November 20<sup>th</sup> 2021

by Aston University

[Aston University Postgraduate Open Day Registration, Sat 20 Nov 2021 at 09:00 | Eventbrite](#)

### Virtual Screening : Annual Community Rail Conference

November 11<sup>th</sup> 2021

by West Midlands Trains

[Virtual Screening : Annual Community Rail Conference Tickets, Thu 11 Nov 2021 at 10:00 | Eventbrite](#)

### Data and Cyber-Security in Rail (In Person)

November 24<sup>th</sup> 2021

by The Rail Alliance

[Data and Cyber-Security in Rail \(In Person\) Tickets, Wed 24 Nov 2021 at 10:00 | Eventbrite](#)

### UoB Online Free Courses

<https://www.birmingham.ac.uk/postgraduate/courses/moocs/index.aspx>

### Sheffield University Online Free Courses

<https://www.sheffield.ac.uk/online-learning/futurelearn>

### UoB Distance Learning Courses

<https://www.birmingham.ac.uk/postgraduate/courses/distance/listing.aspx>

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## 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.

### Mentoring and Work Experience

So that you know what our offer is, your role and a mentor's role. Suitable for all of you on full time programmes.

How to create a CV and cover letter

A robust CV is useful for all industry employment or progression with your existing employer, applying for apprenticeships and forms a basis for UCAS application for degree programmes and Level 4 Cert HE at NCATI. Suitable for all learners.

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### Why HE?

Useful for Level 3 Access learners if you are not sure if you want to carry on in an education setting or look for employment after your Level 3 Access to HE.

### How to choose the right Degree?

Are you a Level 3 Access learner who doesn't know which degree to choose once your course finishes? Let this support help you make some decisions to suit you.

### HE Personal Statements

A must for anyone thinking about applying for a degree course or Level 4 Cert HE. You will need to submit a personal statement to UCAS to apply for your place.

### HE Finance and other funding.

Most HE courses will need funding to pay for the course, let this support bust the myths you have heard about how degree courses are paid for – and paid back! Helpful for any learners applying for degree courses.

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## 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/icZQIcnK-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=rJfcDH1PA_k&t=188s) , <https://www.youtube.com/watch?v=063hIZ-6mSU&t=1s>
- Online learning opportunities using [The Skills Toolkit](#)
- Lots of resources to connect you to employers  
<https://learnliveuk.com/careers/>

**Sheffield Hallam University Virtual Open Days**  
(Undergraduate and Postgraduate)

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

### University of Birmingham Links

- University of Birmingham Virtual Open Days  
<https://www.birmingham.ac.uk/undergraduate/visit/opensdays/booking-form/Book-your-place-at-Open-Day.aspx>
- University of Birmingham College of Engineering Open Days  
<https://www.birmingham.ac.uk/undergraduate/visit/opensdays/virtual-open-days-2020/vod-eps.aspx>

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## TAKE A LOOK AT

**Are you:**

**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).

### 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).

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

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## NCATI COLLEGE ALUMNI

Once you have left NCATI we invite you to become NCATI College Alumni.

We will take your details and send you information about NCATI events and invite you to attend these to support the College. You are under no obligation to attend but we would like to keep you informed. Who knows...we may contact you to come into

College to Guest Lecture for our future learners!

If you would like to be College Alumni please contact the Careers Team or Learner Experience to leave your name and personal email and phone details.

If you would like to maintain your access to Canvas Careers and Employability for announcements, job opportunities and careers support, please contact Josh Fellingham – Boyce to attach your personal email to your Canvas account.  
[josh.fellingham-boyce@ncati.ac.uk](mailto:josh.fellingham-boyce@ncati.ac.uk)

The Careers Newsletters are uploaded to the website, so you can still access these via;  
[Careers programme - NCATI \(nchsr.ac.uk\)](http://ncati.ac.uk/careers-programme)

## Can you help us and develop your CV and volunteering experiences?

Support us at our open days  
Birmingham Campus  
16<sup>th</sup> November '21 4.00pm- 8.00pm  
Doncaster Campus  
18<sup>th</sup> November '21 4.00pm- 8.00pm  
Contact [emma.nettleship@ncati.ac.uk](mailto:emma.nettleship@ncati.ac.uk)

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## 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

### Mechanical Engineer

Starting Salary £22,106  
UK Average Annual Pay £35,000  
Hours/Week 40 hours  
Hourly Pay £18

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

### Civil Engineer

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*

[http://www.lmiforall.org.uk/explore\\_lmi/](http://www.lmiforall.org.uk/explore_lmi/)

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## QUOTE OF THE MONTH...

*“The only way to do great work is to love what you do. If you haven’t found it yet, keep looking. Don’t settle.” — Steve Jobs*

