

# COLLEGE CAREERS

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SEPTEMBER  
2023

PART TIME JOB  
SEARCH



CAREER  
PLANNING



UCAS  
APPLICATIONS



INTERVIEW  
SKILLS



CV  
WRITING



APPRENTICESHIP AND  
JOB APPLICATIONS



## APPLYING TO UNIVERSITY



**APPLYING TO UNIVERSITY?** Visit <https://www.ucas.com/undergraduate/applying-to-university> to search for degrees and complete a Personal Statement.

Add these dates to your diary:

### DEADLINE FOR INTERNAL APPLICATIONS

**Friday 15 December 2023** (to allow time for your applications to be checked and references completed by your tutor).

### FINAL UCAS DEADLINE:

**The final UCAS deadline is 31 January 2024 at 6pm.** You can use the UCAS website to research degrees and universities. Once you know what university course you want to apply for, complete your UCAS application form. Your tutor may want to see your application before you send it off, so make sure it's completed before 31 January 2024.

### NOT GOING TO UNIVERSITY? WHY NOT LOOK AT DEGREE APPRENTICESHIPS?

Degree apprenticeships are similar to Level 2 and 3 apprenticeships but you can work for a company, get paid a salary and have your degree paid for by the employer. The average salary for a degree apprentice is £17,800. You can undertake degree apprenticeships in many sectors, including engineering, law, nursing, surveying, project management and policing. Employers that recruit degree apprentices include the BBC, ITV, Lloyds Banking Group, Wates Construction, Nestle, Unilever and West Yorkshire Police.

For more information on degree apprenticeships, click on the following links:

- UCAS | <https://www.ucas.com/apprenticeships>
- Find an apprenticeship - GOV.UK ([www.gov.uk](http://www.gov.uk))



# LMI – SPOTLIGHT ON TRAVEL AND TOURISM



What is LMI? LMI stands for Labour Market Information. In short, it refers to any relevant information about the current state of the job market in the local area, the UK and around the world.

Travel and tourism is about providing customers with the various services they need when travelling from one part of the world to another, and helping them have the best possible time on their travels.

The travel and tourism sector work closely with the catering and hospitality industry. Tourists use hotels and restaurants and many of the other organisations that are part of the hospitality industry.

**Here are some examples of jobs and what you might earn\*:**

## Level 4+

Airline Pilot: £24,000 - £110,000

Visitor Attraction General Manager: £22,000 - £45,000

## Level 3

Tourist Guide: £18,000 - £30,000

Travel Agent: £18,000 - £27,000

## Up to Level 2

Cabin Crew: £15,000 - £30,000

Hotel Receptionist: £15,000 - £22,000



The travel and tourism industry was one of the hardest hit by the pandemic. However, as the economy began to re-open, the industry began facing staff shortages.

Analysis has shown that travel and tourism businesses are struggling to fill job vacancies, at a time when the demand for travel and tourism services has increased as Covid restrictions have been lifted. One prediction is that more than 200,000 travel industry jobs across the UK will remain unfilled.

## Skills Needs

- Customer service skills
- Patience and the ability to remain calm in stressful situations
- Being thorough and paying attention to detail
- The ability to work well with others
- Active listening skills
- The ability to accept criticism and work well under pressure
- Good verbal communication skills
- The ability to use your initiative
- Being good at problem-solving
- The ability to use a computer

\*Source: National Careers Service



## MAKE SURE YOUR CV IS UP TO DATE



If you are applying for employment or apprenticeships after Year 13, create a CV or update your existing one aimed at the jobs that you are applying to.

The Careers Team in college can help you with your CV. Call in at one of our drop-in sessions or contact us by calling 01484 437000, or emailing [careersguidance@kirkleescollege.ac.uk](mailto:careersguidance@kirkleescollege.ac.uk)



## CAREERS SUPPORT

If you need some help and support from the Careers Team you can email us at [careersguidance@kirkleescollege.ac.uk](mailto:careersguidance@kirkleescollege.ac.uk), where one of the team will pick up your query and get back to you. You can also telephone us on 01484 437000 if you need a chat.

The Careers Teams also offer face-to-face appointments and these can be booked through the VLE. If you need any further help please call into the careers room in the Atrium of the Huddersfield Centre.



## UPCOMING EVENTS



### HE WEEK:

**23 - 27 October 2023**

An opportunity to attend presentations from local universities and speak with universities.

### NATIONAL APPRENTICESHIP WEEK:

**5 - 11 February 2024**

Activities and presentations around different topics such as CVs, interview techniques and apprenticeship opportunities.

### EMPLOYABILITY WEEK:

**4 - 8 March 2024**

Presentations from different employers on what their organisation does, roles and what they look for in future employees. You can also attend one of the Careers Fairs that will run in the Huddersfield and Springfield Sixth Form Centre.

### MINI HE WEEK:

**13 - 17 May 2024**

A selection of talks and presentations from universities on how to choose a degree and what university to attend.



## USEFUL WEBSITES FOR JOB SEARCHING:

JOB

- <https://amazingapprenticeships.com/>
- <https://www.getmyfirstjob.co.uk/>
- <https://www.gov.uk/apply-apprenticeship>
- <https://www.kirklees.gov.uk/beta/apprenticeships/becoming-a-council-apprentice.aspx>
- <https://www.fish4.co.uk/>