



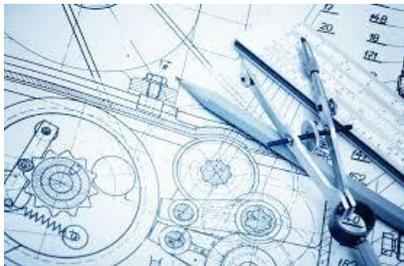
**WSP School Leaver Apprenticeship 2018**



**About the Role**

WSP can offer you the opportunity to work on some of the world's most exciting engineering and design projects. They invest in your learning and development and they value the ideas and innovation you could bring to their work. So, if you're ready, they can't wait to get you involved.

An apprenticeship enables you to earn a salary whilst you are studying for nationally recognised qualifications. You'll get to work alongside and learn from their experts who have a wide range of knowledge, capability and experiences to share with you with a programme designed to provide you with the knowledge and skills to be a competent Engineering Technician.



**All in a Day's work**

There's no such thing as a typical day at WSP. Your role will be varied and your learning will be fast paced. One day can be completely different to the next. You will have the opportunity to learn new skills using specialist software suited to the area of the business you are working in, such as AutoCAD and Autodesk Revit.

You may be involved with taking concepts, ideas and designs from an architect or engineer and creating drawings using the software to match those given. If you're pulling together packages of drawings you might need to print, trim and fold these to be sent off to site or the client.

Where practical, you'll get the opportunity to visit site and see the projects you've been working on, coming to life.

**About you; what you'll need**

- You'll be in your final year of GCSEs or recently completed your GCSEs with a minimum of five GCSEs grade C or Level 5 or above which must include English, maths, science and a technology related subject with at least a B or Level 5 or above in maths.
- You'll be enthusiastic with the curiosity and creativity to think outside of the box
- You'll want to stretch and inspire us, speaking up about any new ideas you have

- You'll know it is important to keep everyone in the loop and will demonstrate this through excellent communication skills
- You'll enjoy working in a team environment, sharing ideas and collaborating with colleagues

**What you'll get from them**

- They understand that all apprentices are different. Therefore, they tailor your training and development to help you to achieve your own personal goals. You'll undertake a supervised programme of in-company training and college teaching.
- You will study towards a BTEC Level 3 (the equivalent of A-Levels) in; building services, civil engineering, transport planning, rail design, surveying or business administration over a two to three year period on either a block-or-day release basis.

<http://www.wsp-pb.com/en/WSP-UK/careers/What-we-offer/Early-career/>

Closing date 15<sup>th</sup> July

**GSK Business Administration Apprenticeships**

Their Business Administration Apprenticeship provides a fantastic opportunity to learn about the importance of their administrative function within a pharmaceutical research and development site based at their Stevenage site.

You will be trained to provide administrative support - playing your part in our mission to help people do more, feel better and live longer.



**What does a Business Administration apprenticeship involve?**

During the apprenticeship you will learn to work with employees at all levels of the business. You will manage the diary of your business director, book travel and plan, design and coordinate key visits and events. You will prepare meeting materials, gather data and learn to present this effectively using Microsoft office tools. You will also be an active ambassador for apprenticeships – attending school careers events locally with other employees on site.

Your apprenticeship will combine on-the-job learning with a programme of training and development.

**What will this apprenticeship offer me?**

Their Business Administration apprenticeship runs for ~18months and offers you the chance to study towards a nationally recognised qualification while gaining valuable, paid work experience. During this Advanced Apprenticeship, you will work towards a level 3 in Business Administration, through a combination of on-line learning, support from your tutor, and on-the-job to gain practical skills and work experience.





- **Start ringing possible universities straight away** Vacancies at higher ranked universities can be filled quickly, so be the early bird that catches the worm! Remember to have your Clearing number to hand.
- **Always telephone the university yourself** Universities are less impressed when someone rings on your behalf, and they are unlikely to be able to offer a place unless they are speaking to the candidate directly.
- **Keep going** Clearing can be stressful, but don't stop trying. If you're not having much luck on the phone, try sending an email too. Remember, it's not just you going through this process.
- And don't forget – you will only be able to have one Clearing choice at a time!

<https://www.thecompleteuniversityguide.co.uk/clearing/guide-to-ucas-clearing/>



**A fantastic opportunity for year 12 students interested in food and science**

Cardiff Metropolitan University is hosting a free food science summer school from 17-19 July 2018. There are still spaces available and students will:

- Experience a 3 day (2 night) residential stay at Cardiff Metropolitan University, exploring life and learning on campus
- Hear first-hand about food science and technology careers
- Take part in practical sessions and learn how to develop new food and drink products
- Meet professionals from the food and drink industry and go on factory tours.

The summer school is sponsored by **IGD** which means that places on the summer school are fully funded for students.

**Why food science?**

Food science and technology roles are typically based in food and drink manufacturing businesses with a crucial responsibility for managing food safety, ensuring food quality, meeting legal requirements on areas such as labelling and the research and development of new products. The roles vary slightly by company, particularly in reference to company size yet the knowledge and skills required to carry out the function are generally the same. These types of roles are usually referred to as 'technical' roles and the industry currently lacks enough technical people. The

UK and Wales suffer through the shortages of technical people, therefore roles are paid pretty well, particularly for graduates where it is possible to achieve long and successful careers. Cardiff Metropolitan University benefits from a graduate programme which enables us to place graduates in a job at the end of their studies.

For more information: <https://bit.ly/2yAWW82>



There are a range of apprenticeships advertised weekly via the Harlow College and Hertford Regional College websites.

<http://www.harlow-college.ac.uk/study-options/apprenticeships/apprenticeship-vacancies>

<https://www.hrc.ac.uk/apprenticeships/apprenticeship-vacancies>

Here is a selection of the positions on offer. For further details on each apprenticeship please visit the website.

**Trainee Accountant Apprentice**

We are looking for a trainee accounts apprentice to join our growing firm. A suitable candidate will be looking for a role within a busy accountancy firm whilst studying to complete their AAT qualifications with a view to continuing to further professional accountancy qualifications.

Location: Hoddesdon  
Closing Date: 13/07/2018  
Ref: 1397166



**Nursery practitioner**

Everyday duties will include; -Supporting children's education -Following health and hygiene -Supervising children during meal times, sleep times, activities and during free play sessions. -Maintaining well-being and proving a care for the children.

Location: Waltham Cross  
Closing Date: 13/07/2018  
Ref: 140091



To search for nationwide apprenticeships visit: <http://www.getingofar.gov.uk/>

*Students can access this and all previous bulletins in shared resources/careers/bulletins. There is also a list of useful careers websites on the careers page and sixth form pages of our website [www.stmarys.net](http://www.stmarys.net)*