

# CAREERS NEWSLETTER

This newsletter showcases some work experience opportunities - virtual and in person. There is also a spotlight on the employability skill of communication. On the final page you will find careers in Media and Communication highlighted.

Many companies are now offering online and in-person WEx to students. These are valuable opportunities for pupils to cultivate employability skills and try careers they are interested in. Please click on the images for links to opportunities. Click [here](#) to visit this section on the VLE.

## VIRTUAL WORK EXPERIENCE OPPORTUNITIES

Please click on the images below for links to current opportunities.



Explore the early careers options available in consultancy, transportation, infrastructure, aerospace, technology and more.



9 March - Doctor, Architect, Entrepreneur, Computer Science, Artist  
16 March - Lawyer, Dentist, Engineer, Filmmaker, Forensic Scientist  
23 March - Banker, Psychologist, Politics, Fashion Designer, Vet,



Virtual WEx and Insight Days in many fields from aviation and the arts to social care and science.



Offers Virtual WEx with many companies including Amazon, Barclays, Asda, NHS and the Met Office.



Follow multiple patients over 6 months, from initial injury to recovery. Students will observe healthcare professionals as they interact with patients and each other and have an opportunity to ask questions.

## IN-PERSON WORK EXPERIENCE OPPORTUNITIES

Please click on the images below for links to current opportunities.



Students will need to complete the application form at send it to : [anne.richards@willans.co.uk](mailto:anne.richards@willans.co.uk)  
Please click [here](#) to go to the VLE and download the application form.



Week-long engineering WEx with an industry leader in Aerospace, taking place this summer holidays.  
E-mail [engineering.workexperience@ge.com](mailto:engineering.workexperience@ge.com) to register your interest.



Summer school based in London offering one and two week WEx in many careers including vet, fashion designer, investment banker, dentist, architect, film maker, forensic scientist and lawyer.

If you have any questions or need support, please email [careers@balcarras.gloucs.sch.uk](mailto:careers@balcarras.gloucs.sch.uk)

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Also called soft or transferrable skills, these abilities are not specific to a certain job. They are essential skills, personal qualities and values that let you to thrive in any workplace.

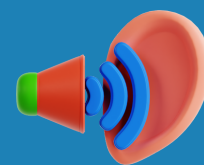
Teamwork	Self-discipline	Creativity	Self-motivation
Presentation	Numeracy	Resilience	Problem solving
Communication	Literacy	Honesty and integrity	Reliability

## SPOTLIGHT ON ... COMMUNICATION

**DEFINITION:** *Being able to put across ideas through writing, drawing and speaking AND being able to receive ideas by listening to others.*

### How to listen well:

- Listen attentively, show interest in what is being said, don't interrupt.
- Use active listening - clarify your understanding by paraphrasing and repeating back key points.



### How to write well:

- Use good vocabulary
- Use grammar correctly
- Write for your intended audience *eg emails sent with job applications should be more formal than emails to friends and family*



### How to speak well:

- Speak concisely and clearly
- Use confident body language
- Vary your tone, pace and volume
- Be tactful when you disagree
- When presenting to an audience have a structure and use visual aids



### Examples for your CV:

- Essay writing
  - Being part of a team *eg sports, school projects, D of E*
- Make sure your CV uses good grammar and has no spelling mistakes!

### REMEMBER

- Research the company you are applying to.
- Tailor your CV to the job or apprenticeship you are applying for.
- Make sure your skills match the ones the job is asking for and give examples.
- Your CV should be no more than two pages long and clearly laid out.



## CVS ON UNIFROG

Unifrog is a great place to start to build your CV. You can then export it to word to edit it (check for spelling mistakes and grammar) and format it.

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This page shines a spotlight onto careers in **Communication**.

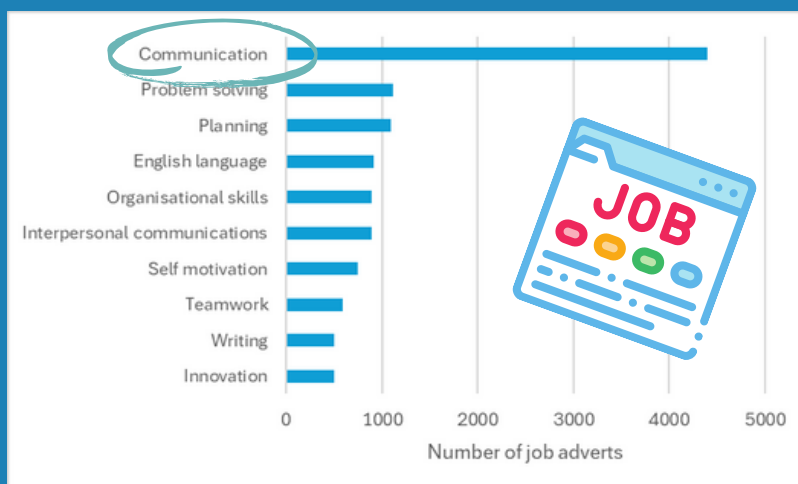
Please use the links included to read more information and apply to anything you are interested in. Links are underlined.

Springpod has a great **virtual work experience** - whether you want to bring stories to life in hit **TV dramas**, interview the biggest artists on **radio**, or a career in **print media**. You'll complete a series of fun activities to help build your understanding of the industry, finishing the programme with a **downloadable portfolio** of your work. Click here to start the course.



## LABOUR MARKET INFORMATION FACT

This graph shows the employability skills mentioned in job adverts posted in Gloucestershire in December 2024.



The skill of **communication** was mentioned in almost 4,500 job advertisements.

## EMPLOYER SPOTLIGHT: British Telecom

*"BT Group builds and runs the biggest fixed and mobile networks in the country. Every year, we help more than 700 apprentices from all walks of life to start new chapters in their careers – more than any other private sector business in the UK."*  
Read more about BT Careers here.

**BT Group**

## JOB OF THE WEEK: Journalist

As a journalist, your duties can include:

- interviewing people in different circumstances
- building contacts to maintain a flow of news
- seeking out and investigating stories via contacts, press releases and other media, such as social
- attending press conferences and asking questions
- working closely with the news team
- answering calls and emails on the news desk
- attending a range of events

Click here to watch the video and learn more.



## UNI SPOTLIGHT: Loughborough

Loughborough University's exciting **BSc Media and Communication** degree takes a multidisciplinary approach to the study of media & communication, and is essential for making sense of how power and influence work in today's complex, turbulent world.

Click here for more information.

