

# CAREERS NEWSLETTER

This newsletter aims to support you when thinking about your future and provide you with access to resources that will help you to learn more about different industries and pathways. Please use the links included to read more information. Links are underlined.

## SOMETHING TO...



### DO

Career toolkit: How do I write a great CV? A CV is a document that includes information about yourself and why you're a good fit for a job. Find out more [here](#).



### LISTEN TO

The Bitesize Careers Podcast: Is an apprenticeship right for me? Radio 1's Katie Thistleton is here to help with The Bitesize Careers Podcast.

Check it out [here](#).



### READ

Meet Gemma, she is responsible for the daily administrative tasks that keep a school running smoothly. Find out what she did to become a school administrator [here](#).



### WATCH

Youth Zones: Designing Spaces That Change Lives with the Founder of OnSide YouthZones. Tuesday 27<sup>th</sup> January, 10:00 - 11:00.

[Register for the talk here](#)



## SPOTLIGHT ON A...

### UNIVERSITY

"At Falmouth, we believe that positively engaging with equality, diversity and inclusion will mean we are better placed to provide the best possible experience for our students and strengthen our decision making and overall performance. Increasing evidence across the sector and beyond suggests that diverse and inclusive institutions are more efficient, more productive and deliver better outcomes."

Find out more [here](#).

### EMPLOYER

"We want the BBC to be a uniquely creative, innovative and inclusive organisation, admired across the world and living its values every day. So, diversity, inclusion and belonging matter at the BBC, and we know it matters to our audiences. We must serve everyone, wherever and wherever they are and represent and portray the many diverse communities across the UK."

Read more [here](#).



If you see a word you don't understand, you can use this [jargon buster](#) to search and find out what it means. If you can't find the word on there, you can use the internet to research the meaning or speak to a teacher.

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## WORD OF THE WEEK

### UCAS Invitation

Following submission of a UCAS application, students may receive a request to attend an interview, an audition or to provide a portfolio or piece of work.

## A FACT ABOUT EMPLOYMENT

The UK employment rate for people aged 16 to 64 years was estimated at 74.9% in August to October 2025. This is down in the latest quarter, but largely unchanged on estimates a year ago.

Source

## SUCCESS STORIES

Lydia Mapley has done two supported internship placements, her most recent one has been an Administrative and Receptionist internship at Royal Berkshire Hospital, where she spent two-days-a-week with Physiotherapy and one-day-a-week with Patient Therapies.

She said: "I loved meeting all the different patients and welcoming them into the department and checking them in. On Fridays especially, it's normally the same patients all the time so it's very nice with those regular patients to get to know them."

"My daily duties included welcoming patients, scanning patients' details onto patient records, checking in patients, doing referrals and letters, data entry, excel work.

There's really nice team of staff there as well and we always chat about different topics."

Lydia has now been offered and accepted a part-time administrative and receptionist job in the Physiotherapy and Patient Therapies department at Royal Berkshire Hospital.

[SEND Students at Reading College Secure Paid Employment Due to Supported Internship Programme](#)

## OPPORTUNITY'S CALLING...

Dive into the heart of hospitality with Wagamama. In this module, you'll learn more about the restaurant and what it means to be a part of the team. You'll even get the chance to design your own menu item!

Start the virtual work experience [here](#).



If you feel ready to speak about your future and have any questions or need support to plan your next steps, please contact [careers@nsb.northants.sch.uk](mailto:careers@nsb.northants.sch.uk)