

# **CAREERS SERVICE**

FOR STUDENTS



## WHAT DO WE DO?

The College Careers Service is here to help all students of the College

- Plan their career
- Choose the right course
- Change courses, if they need to
- Progress into work, training, or higher education

## WHAT CAN WE PROVIDE?

- Careers information
- Impartial, confidential advice and guidance
- Information about Further Education and university level courses
- Information about training and Apprenticeships
- Help in looking for and applying for jobs
- Help in applying for university
- Interview advice and preparation for university interviews

Look out for special support sessions from local universities to help you with applying to university, personal statements, and finance, organised by your careers team throughout the year.



## WHAT ELSE DO WE PROVIDE? NATIONAL CAREERS SERVICE

- Careers Library
- Job and Apprenticeship vacancies and labour market information
- KUDOS: a software program to help young people make career choices
- HE Prospectus library
- Access to information on the internet.

### IN OTHER PARTS OF THE COLLEGE

- College Library. There are newspapers, periodicals and professional journals. Please ask the Library staff for advice

Offer a careers service to 19+ years, providing practical help on:

- Careers, employment and training
- CVs, application forms and interviews
- Identifying skills and options
- To book an appointment contact the National Careers Service on 0800 100 900 or go to [nationalcareersservice.direct.gov.uk](http://nationalcareersservice.direct.gov.uk)

### HOW CAN YOU GIVE US ADVICE ABOUT OUR SERVICE?

- By completing our Careers Survey conducted yearly

## WHO ARE WE AND HOW CAN YOU CONTACT US?

### SUTTON COLDFIELD COLLEGE

- Carmel Daly  
Call into Student Services on the Ground Floor in the Main Building  
T: 0121 355 5671 Ext 5662  
E: carmel.daly@bmet.ac.uk

### JAMES WATT COLLEGE

- Dawn Killeen  
Call into the Student Centre on the ground floor, student Services and LRC desks  
T: 0121 355 5671 Ext 2286  
E: dawn.killeen@bmet.ac.uk

### MATTHEW BOULTON COLLEGE

- Millie Weir  
Call into Student Services Floor 3  
The Careers Diary is on the desk in Customer Services  
T: 0121 503 8513  
(24hr message service)  
E: millicent.weir@bmet.ac.uk

### STOURBRIDGE COLLEGE AND THE ART AND DESIGN CENTRE

- Jacqueline Brooker  
Call into Student Services on the ground floor in the LRC  
T: 01384 344344 Ext 3995  
E: jacqueline.brooker@bmet.ac.uk

### KIDDERMINSTER ACADEMY

- Jacqueline Brooker  
T: 01384 344344, ext. 3995  
E: jacqueline.brooker@bmet.ac.uk

**We look forward to meeting you and helping you make the decisions that are right for you.**

## SOME USEFUL WEBSITES AND INTERACTIVE PROGRAMS

### RECOMMENDED FOR STUDENTS UNDER 19 YEARS OF AGE

- Kudos –  
[www.cascaid.co.uk/newkudos](http://www.cascaid.co.uk/newkudos)  
and click on new Kudos USE.  
Type in licence code b742nw and click on 'sign up'

A computer software program used to generate careers ideas

- [nationalcareersservice.direct.gov.uk/advice/planning/jobfamily/Pages/default.aspx](http://nationalcareersservice.direct.gov.uk/advice/planning/jobfamily/Pages/default.aspx)  
A careers database from National Careers Service

- [apprenticeships.gov.uk](http://apprenticeships.gov.uk)  
A national database listing current vacancies and giving information about the range of apprenticeships

### RECOMMENDED FOR ADULT STUDENTS

- [nationalcareersservice.direct.gov.uk](http://nationalcareersservice.direct.gov.uk)  
A full on line and telephone careers information and guidance service. Click onto Careers Advice, Get a Job, for careers

information and CV and interview advice

### FOR THOSE IN HIGHER EDUCATION OR CONSIDERING IT:

- [prospects.ac.uk](http://prospects.ac.uk)  
The official UK graduate website
- [purepotential.org](http://purepotential.org)  
Information and resources to help with Higher Education choices

- [ucas.com](http://ucas.com)  
To find out about applying to university and searching for degree courses

### FOR ALL STUDENTS:

- [nhscareers.nhs.uk](http://nhscareers.nhs.uk)  
Details of careers information and vacancies in the NHS.

## WE WOULD LIKE YOUR VIEWS ABOUT THE CAREERS SERVICE TO HELP US DEVELOP

- Please send any comments, complaints or suggestions to:

Jenny North  
Head of Careers & Employment  
E: [jenny.north@bmet.ac.uk](mailto:jenny.north@bmet.ac.uk)

**Matthew Boulton College**

Jennens Road, Birmingham B4 7PS

**Sutton Coldfield College**

Lichfield Road, Sutton Coldfield B74 2NW

**James Watt College**

Aldridge Road, Great Barr B44 8NE

**Stourbridge College**

Hagley Road, Stourbridge DY8 1QU

**Kidderminster Academy**

Piano Building, Weavers Wharf, Kidderminster DY10 1AA

**w:** [www.bmet.ac.uk](http://www.bmet.ac.uk) **e:** [ask@bmet.ac.uk](mailto:ask@bmet.ac.uk) **t:** 0845 155 0101

All of the information in this booklet  
is correct at the time of going to print

