

**Careers Service
for students**

Every step of the way

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 looking for and applying for jobs
- Help applying for university
- Interview advice and preparation for university and employment interviews
- Look out for special support sessions from local universities to help you with applying to university, and finance, organised by your careers team throughout the year.

WHAT ELSE DO WE PROVIDE?

- Careers Library
- Job and Apprenticeship vacancies and labour market information
- Xello. A software program to help young people make career choices
- HE Prospectus library
- Support to access relevant website and digital platforms to help with job hunting, employability skills and university applications.
- Annual Careers Calendar of Events including Volunteer and Careers Fairs

SUPPORT FOR PARENTS AND CARERS

If you have any concerns or questions about your child's future career, please contact careers@bmet.ac.uk, where trained professionals will be able to advise.

HOW CAN YOU GIVE US FEEDBACK ADVICE ABOUT OUR SERVICE?

- Complete our career surveys throughout the year
- Email careers@bmet.ac.uk

CAREERS TEAM AT BMET AND HOW TO CONTACT US

SUTTON COLDFIELD COLLEGE

Katherine Newey
Monday-Thursday
Room SC146
Katrina Cresswell-lane
Fridays

To book a careers appointment contact
T: 0121 446 4545 ext 5662
E: katherine.newey@bmet.ac.uk

JAMES WATT COLLEGE

Dawn Killeen
JW013 in LRC
To book a careers appointment contact
T: 0121 446 4545 ext 2286
E: dawn.killeen@bmet.ac.uk

ERDINGTON SKILLS CENTRE

To book a careers appointment contact
Dawn Killeen
T: 0121 446 4545 ext 2286
E: dawn.killeen@bmet.ac.uk

MATTHEW BOULTON COLLEGE

To book a careers appointment contact
Millie Weir
Mondays, Tuesdays and Wednesdays
Room MB307
Francis Page
Thursdays and Fridays
Francis.page@bmet.ac.uk

T: 0121 446 4545 ext 8513
(24hr message service)
E: millicent.weir@bmet.ac.uk
or email careers@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

Go to the BMet Careers page for lots of useful careers information and advice, including job and Apprenticeship vacancies and labour market information.

<https://livebmetcac.sharepoint.com/sites/BMetCareers>

• Xello

A computer software program used to help you discover careers ideas. See website above for further details.

- <https://nationalcareers.service.gov.uk/>
A careers database from National Careers Service

- <https://www.gov.uk/apply-apprenticeship>
A national database listing current vacancies and giving information about the range of apprenticeships

- <https://nationalcareersservice.direct.gov.uk>
A full on line and telephone careers information and guidance service. Careers Advice, including job profiles, CV and interview advice

- <https://prospects.ac.uk>
The official UK graduate website

- <https://ucas.com>
To find out about applying to university and searching for degree courses

- <https://www.gov.uk/student-finance>
Details of government loans available to cover tuition fees and help towards your living costs whilst studying on Higher Education courses at university or college

- <https://healthcareers.nhs.uk>
Details of careers information and vacancies in the NHS.

- **Careers Coach**
Useful test to help you discover which careers will suit you. Go to www.bmet.ac.uk to click on the Careers Coach button on the home page.

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

- Please send any comments, suggestions or complaints to:

Jenny North
Head of Careers Guidance & Careers Leader
E: jenny.north@bmet.ac.uk



BMet



@BMetC



BmetCollege



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one giant leap

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