

CAREERS INDUCTION

INFORMATION SHEET

Using the information below, you should complete the Careers Induction Questionnaire, Task Sheet 4.

CAREERS INFORMATION

After completing your course at Yale you have two possible choices with regard to your immediate future:

a) you can use your qualifications gained to pursue a further course in Higher Education or return to Yale to study a more advanced Further Education course,

or

b) you can use your qualifications to enter the employment market.

Whatever your choice you will need to make an informed decision based upon information gathered from the Careers Department, either through a formal careers interview or by personal research using the College's **Careers Reference Library** facilities.

The main Careers Reference Library of the Careers Department is based **in the Student Support Centre at the Grove Park campus** and there is a small provision **in the Learning Resource Centre at the Bersham Road campus**.

All students of the College, irrespective of the campus at which they are taught, are free to use the facilities at either of the 2 campuses and the Careers Department follows the College's Equal Opportunities Policy.

HIGHER EDUCATION

In order to obtain a place on a degree or higher award at a college or university you must achieve a set of entry requirements. These may vary

greatly from institution to institution and from course to course. A guide to the qualifications required may be found in the book entitled The Big Official UCAS Guide to University & College Entrance, the book entitled Degree Course Offers or the individual prospecti produced by each institution. You can also search the websites for Institutions on the internet. The books are to be found in the Careers Reference Libraries at the two main campuses. Prospecti for each institution are kept in the Careers Reference Library at the Grove Park campus.

FURTHER EDUCATION

If you wish to improve your qualifications by enrolling on a further course at Yale you can find out more about the courses available to you in the Student Support Centre at the Grove Park campus or in reception at the Bersham Road campus.

EMPLOYMENT

For students who wish to seek employment after their course at Yale **the College Careers staff, or a representative from Careers Wales, can help you with writing letters of application/curriculum vitae and with interview techniques.** Books are available on specific careers as well as information sheets/leaflets which you may photocopy. The library is arranged according to the Careers Library Classification Index (CLCI) and each career has its own specific code. These are shown on the large poster in the Careers Reference Libraries.

You can use the following software/website - Pathfinder Live website (www.pathfinderlive.com) for careers related activities including: **Job Matching** - Use your interests to find the job/career that suits you. **Job Information** - Get detailed information on over 2000 jobs and careers. **HE Information** - Match your interests to all first degree courses in the UK. To access the site use this code: f9992ad06e1b.

The Careers Officers from Careers Wales can help with information regarding employment vacancies. **Job vacancies are advertised on the careers notice boards and in the Careers Intranet Site.**

HOW TO BOOK AN APPOINTMENT

You may book an appointment with the College Careers Staff or a representative from Careers Wales as follows:

a) via Jill Jones, careers secretary, at the Grove Park campus

b) via the staff in the Learning Resource Centre at the Bersham Road campus.

c) by email to careers@yale-wrexham.ac.uk

WORK EXPERIENCE

All full time students are entitled to two weeks of work experience. Some course tutors help you arrange this. If not, the College can help you find a suitable placement and you should **contact Sarah Nelson in the Careers Department, Student Support Centre at the Grove Park Campus** (ext. 2135).

CHANGING COURSE/LEAVING COLLEGE BEFORE THE END OF A COURSE

It is essential that all students considering changing course or leaving college before the end of their course **seek a careers interview** before doing so. Students must **complete a 'change of course/early leaving' form** (available from the Student Support Centre) which must be signed their tutors before being returned to reception.

Students should indicate on the form their reasons for leaving college and what they will be doing after leaving college.