



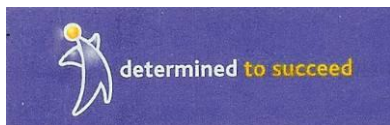
Shetland Islands Council



Thursday 1st October 2009

Shetland Careers Convention

Clickimin Leisure Complex, Lerwick
6.30 pm – 9.00 pm



Foreword

It is a pleasure to invite you to the annual Careers Convention in the Clickimin Leisure Complex at 6.30 pm on Thursday 1st October.

The Careers Convention is Shetland's No 1 Career Event and on the night it is the place to be to find out about courses, training and jobs. Scotland's Curriculum for Excellence now makes 'confident individuals' one of the main drivers of Scottish education. The Careers Convention experience provides a great opportunity to enhance young people's optimism and aspiration as they find out for themselves about the possibilities open to them. After the Careers Convention young people can continue to develop their career plans in school with their Pupil Support Teacher and Careers Scotland Adviser.

The event is organised by partners who include Careers Scotland, SIC Schools Service, Pupil Support staff from secondary schools, NAFC Marine Centre, Shetland College UHI and Shetland Recreational Trust. Funding is provided by the SIC Schools Service.

We would like to say thank you to the representatives from colleges and universities in the south who travel up for the event. Also, a big thank you to local employers, training organisations and individual professionals who have given up their evening to help young people find out more about different careers.

This booklet* has been designed to help you get the most from the evening and I hope you find it useful.

Have a good evening.

Mhairi McNicol
Chair
Shetland Careers Convention Working Group

* The contents of this booklet are as far as possible up-to-date and accurate at the time of publication.

Getting the most from the event

Every year we ask representatives attending the Careers Convention for their comments on the event. Here are a few examples:

“The usual mix - some very well prepared and some who didn’t have a clear direction but had helpful parents.”

“The majority had a clear idea of what they wanted to do which is excellent; there were some who didn’t really have a clear goal or an idea about courses.”

“It would be good if pupils prepared questions prior to the event and didn’t just wait for their mum or dad to say something.”

You will all be at different stages with your career planning and will recognise where you see yourselves in the comments above. Some of you will know what you want to do, some of you will have ideas and there will be some of you who are feeling stuck and confused by all the careers out there.

Whatever stage you are at the Careers Convention is an opportunity for you to find out more about different careers so don’t waste it, do some preparation beforehand so you can get the most from it.

In order to help you do this read through the following selection of real questions asked at last year’s Convention and decide which questions are appropriate and which ones are not.

“I’d like to do a degree in Geography but what jobs could I do afterwards?”

“What qualifications do you need to get into the HNC Childcare & Education?”

“It says I need Higher English but if I don’t get English would you accept Higher History or Modern Studies?”

“If I don’t get the entry qualification do you accept HNCs as an alternative entry qualification?”

“How do I apply for apprenticeships? Should I contact employers myself?”

“What courses do you offer?”

“How big is your student union?”

“What courses can I do in sport?”

“What freebies have you got?”

Careers Convention Do's and Don'ts

- **Do prepare questions** to ask the representatives. You've already done some work on this in PSE but you can also talk to family and come up with more questions.
- **Do check out the floor plan** and make a plan of the tables you will visit. Keep in mind there may be queues at some tables. If you don't know what's involved in some of the jobs visit the Career Zone on www.planitplus.net to find out.
- **Do go on-line** – to find out more about colleges and universities go to www.careersscotland.org.uk/Education/HigherEducation and click on FE colleges or/and universities. This will direct you to all Scottish college and university websites.
- **Don't** grab a copy of every prospectus/leaflet – just those which you are genuinely interested in.
- **Don't waste the opportunity** to ask university/college representatives questions following talks in your school. This could save you a lot of queuing on the night!
- **Don't forget** to keep the momentum going after the Careers Convention. Arrange to see your Careers Scotland Adviser to discuss your career plans.

My Careers Convention

Your final preparation to help sharpen your focus on what you want to get from the night involves completing the following questions:

What career ideas do I have (if any)?

List 3 representatives I plan to visit.

List 3 questions I want to ask.

In the Hall

Careers Scotland & Enquiries Desk - Table 2

W: www.careers-scotland.org.uk

T: 01595 695791

E: lerwick@careers-scotland.org.uk

This is the desk to go to if you are:

- Wanting to find out general information about the careers represented courses available and entry qualifications.
- Feeling stuck and don't know where to start.
- Wanting to follow up on any information gained.
- Wanting to arrange a careers appointment.

Student Finance – Table 32

W: www.saas.gov.uk

T: 0845 111 1711

E: www.saas.govsaas.gov.uk/contact.htm

Students Awards Agency in Scotland will help with Higher Education (HNC, HND, degree and postgraduate) funding queries.

New for 2009

Business Start Up - Table 54

Starting a new business is both exciting and rewarding, but it is also full of challenges. All of you will know someone who has their own business and some of you will be getting hands on experience of setting up your own business through Young Enterprise. Whether you are thinking about starting up your own business now or in the future call along to find out more.

Classroom Support - Table 79

Teaching and childcare have always been represented at the Careers Convention but this year we have introduced a dedicated table covering Classroom Support work. In this career you could be:

- working with the teacher in class, or with individual pupils, to help with school work and to build confidence and independence
- helping pupils who have difficulty with reading, writing or counting

- helping teachers prepare for lessons, collecting the materials needed and helping keep records

Call along the Classroom Support table to find out more.

Events Management & Promotion - Table 76

If you like to be busy, enjoy communicating with different people, have excellent organisational skills and attention to detail then you might be interested in Events Management.

In the job you will be responsible for the production of events from conception through to completion. Events can include:

- exhibitions and fairs;
- festivals;
- conferences;
- promotions and product launches;
- fundraising and social events.

Stop by the Events Management table to find out more.

Promotional Area: Social Care/Social Work - Table 1

Are you interested in a career in social care or social work? To find out more about the variety of opportunities e.g. care assistants, Criminal Justice Social Worker, Children's Reporter and the routes into them please call along the Social Work/Social Care table.

STEM North of Scotland - Table 50

STEM North of Scotland promotes Science, Technology, Engineering and Mathematics (STEM) to young people and the general public.

We encourage pupils to pursue exciting careers in STEM-related sectors such as Life Sciences, Renewable Energy and Food Technology which are becoming more important in the Highlands and Islands. Careers using STEM are the best paid in Scotland on all levels, no matter if you want to be a lab technician, accountant, electrician or architect. Many young people think that they have to leave the Highlands and Islands to find education opportunities and have a career in STEM, but there are plenty of options right here locally.

STEM North of Scotland also works closely with schools through the Stempoint Manager who visits schools and teachers all over the Highlands and Islands region to inform them about teaching resources and activities that can make science and technology lessons much more exciting and related to real life.

Fire Exit

Plan

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Enquiries Desk



Fire Exit

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Fire Exit

Developing my Employability

Getting into a course, apprenticeship or employment takes more than a good list of qualifications. Course selectors and employers are looking for individuals with the ability to demonstrate the right attitudes, skills and experience. To help you think about how you can develop your own employability we have included the following tables:

SIC Myjobscotland – Recruitment Portal - Table 5

W: www.myjobscotland.gov.uk

Working for local government in Shetland could be the smartest career move you ever make. We offer a huge variety of jobs, attractive benefits - and the chance to make a real impact on your community. To find out more about searching and applying for jobs in Shetland Islands Council call along to the Shetland Islands Council Myjobscotland table.

Volunteering - Table 3

W: www.va-shetland.org.uk/volunteering

T: 01595 743911

E: gwen.williamson@shetland.org

Are you aged between 16 & 25 with some free time? Want some experience to help you get a job or into college? Skills you want to learn but don't know where to go? A way to help others or pass on your enthusiasm? Find out about volunteering (for over 25s as well).

Shetland Sail Training Scheme – Table 4

Lerwick Port Authority

W: www.lerwick-harbour.co.uk

T: 01595 69 2991

E: info@Lerwick-harbour.co.uk

Will you be aged 18 – 25 in the next 4 years? Would you like to try a new challenge, meet new people and improve your C.V.? Then Shetland's Sail Training Scheme is for you! No previous sailing experience required. Be part of one of the world's greatest maritime adventures!

University / College Information

Aberdeen College - Table 7

W: www.abcol.ac.uk

T: 01224 612330

E: enquiry@abcol.ac.uk

Courses available across the following subject areas: Animal Care, Art & Design, Business Management, Care, Communication, Computing & Information Technology, Automotive, Engineering & Construction, Hair & Beauty, Highers, Hospitality, Music & Performing Arts, Science, Animal Care, Social Sciences, Sport & Fitness, Student Development & ACCESS Centre, Travel & Tourism and TV, Radio & Sound Production.

Edinburgh Napier University – Table 43

W: www.napier.ac.uk

T: 08452 60 60 40

E: info@napier.ac.uk

Edinburgh Napier University offers a wide range of courses in the Faculties of Engineering, Computing & Creative Industries; Health, Life & Social Sciences and The Business School. One of the top 10 universities in the UK for graduate employability.* Minimum entry: Degree level 3+ Highers.

*Higher Education Statistics Agency (HESA) 2009

Glasgow Caledonian University – Table 16

W: www.gcal.ac.uk

T: 0141 330 6062 & 0141 330 3271

E: helpline@gcal.ac.uk

Located in the heart of Glasgow city centre, Glasgow Caledonian University offers a wide selection of programmes across a range of subject areas. The University's modern campus boasts state-of-the-art facilities, providing students with an excellent learning environment.

Heriot Watt University – Table 12

W: www.hw.ac.uk

T: 0131 451 3451

E: Edu.Liaison@hw.ac.uk

Courses: Management, Accountancy, Economics, Languages, Built Environment, Life Sciences, Engineering & Physical Sciences, Mathematics and Computer Science, Textiles & Design. (Minimum entry level 4 Highers with specified grades in appropriate subjects.)

Inverness College – Table 28

W: www.inverness.uhi.ac.uk

T: 01463 273000

E: info@inverness.uhi.ac.uk

Courses: Accounting, Acting & Performance, Administration & IT, Architectural Technology, Art & Design, Beauty Care, Business & Management, Childcare, Civil Engineering, Complementary Therapies, Computing, Construction, Culture Studies, Drama, Electrical Installation, Engineering (Electrical & Electronic, Mechanical, Motor Vehicle, Multidisciplinary) Fabrication & Welding, Fish Farming, Forestry, Hairdressing, Health & Social Care, Highers, Hospitality, Infection Control, Professional Cookery, Science, Social Sciences, Sport, Supported Learning, Tourism.

NAFC Marine Centre – Table 14

W: www.nafc.ac.uk

T: 01595 772000

E: info@nafc.uhi.ac.uk

Courses: Merchant Navy Officer Cadet Programmes leading to HND Nautical Science or HND Mechanical Engineering and Officer of the Watch Certification; HND in Engineering; Full-time National Certificate in Engineering Practice and Electrical Engineering; Modern Apprenticeships in Engineering; SVQ Level 2 Marine Vessel Operations (Fish Catching) and SVQ Levels 2 & 3 Aquaculture.

Open University in Scotland – Table 27

W: www.opennearyou.co.uk

T: 0131 226 3851

E: scotland@open.ac.uk

With The Open University (OU) you can study in a flexible way that works for you; at home, at work or on the move. Courses are available across a wide range of subjects in Business and Management, Childhood and Youth Studies, Education, Engineering, Environment, Health and Social Care, Humanities, Information Technology and Computing, International Studies,

Languages, Law, Mathematics, Science, Social Science and Technology. OU courses can be taken individually or you can work towards a qualification such as a degree, diploma or certificate. No previous qualifications are required and financial support is available for people earning £22000 or less.

Orkney College – Table 30

W: www.orkney.uhi.ac.uk

T: 01856 569216

E: orkney.college@uhi.ac.uk

Further and Higher Education opportunities in Adult Literacy and Numeracy, Agriculture, Archaeology, Art, Design and Textile, Business Studies, Carpentry, Joinery and Trowel Trades, Culture Studies, Environment & Heritage Studies, ESOL, Geophysics, Health, Social Care and Education, Hospitality, Information Technology/ECDL, Management, Maritime Studies, Natural Science, Personal Programmes, Sustainable Rural Development, and Tourism.

Robert Gordon University - Table 10

W: www.rgu.ac.uk

T: 01224 262728

E: admissions@rgu.ac.uk

The Robert Gordon University is situated in the bustling City of Aberdeen and this year has been ranked as the Best Modern University in the UK*. We offer a fantastic range of undergraduate and postgraduate courses across the three Faculties of Design & Technology, Health & Social Care and Aberdeen Business School. Courses include Accounting & Finance, Architecture, Art & Design, Computing, Engineering, Law, Life Sciences, Management, Midwifery, Nursing, Occupational Therapy, Pharmacy, Physiotherapy and many more... (*Times Good University Guide, 2009)

SAC (Scottish Agricultural College) – Table 29

W: www.sac.ac.uk/learning

T: 0800 269 453

E: recruitment@sac.ac.uk

Diplomas in: Agriculture and Horticulture. HNC/HND/Degrees in: Agriculture, Agricultural Science, Poultry Production, Applied Animal Science, Applied Bioscience, Rural Business Management, Countryside Management, Sustainable Building Design, Rural Resource Management,

Environmental Protection, Sustainable Environmental Management, Environmental Studies, Green Technology, Horticulture, Landscape Management, Garden Design, Sport & Recreation Management, Sports coaching and development, Outdoor pursuits Management, Activity Tourism Management, Nature Tourism Management, Food Tourism Management and Equine Tourism Management. MSc/PG Dip in: Organic Farming, Agri-Business Management, Food Business Management, Environmental Protection & Management, Applied Animal Behaviour & Animal Welfare, Applied Poultry Science and Ecological Economics. MBA in Agri-Business Management and Food Business Management.

Shetland College – Table 20

W: www.shetland.uhi.ac.uk

T: 01595 771000

E: shetland.college@shetland.uhi.ac.uk

Full and part time access, further education and higher education courses in Art, Design & Textiles, Health & Care, Computing, Building Construction, Cultural Studies, Catering & Hospitality, Environment & Heritage, Counselling and Introductory courses - New Directions. (Minimum entry: no specific academic requirements for introductory courses, Standard grades for access and NC courses and Higher grades for HNC and above.) Entry requirements for adult learners will vary according to their work experience and other work-related qualifications.

University of Aberdeen - Table 8

W: www.abdn.ac.uk/sras

T: 01224 272 090/91

E: sras@abdn.ac.uk

Accountancy, Archaeology, Arts (e.g. English, History, Languages, Philosophy etc), Biological Sciences, Biomedical Sciences, Celtic & Scottish Studies, Chemistry, Computing Sciences, Dentistry, Divinity/Religious Studies, Economics, Education, Engineering, Environmental Sciences, Film & Visual Culture, Finance, Forestry, Geography, Geology, Health Sciences, Law, Life Sciences, Management, Marine Biology, Mathematical Sciences, Medicine & Medical Sciences, Music, Physics & Physical Sciences, Planning, Property, Social Sciences (e.g. Anthropology, Politics, Psychology and Sociology), Sports Studies, Surveying and Zoology. Minimum entry level normally 4+ Highers with specified grades in appropriate subjects.

University of Abertay Dundee – Table 31

W: www.abertay.ac.uk

T: 01382 308080

E: sro@abertay.ac.uk

Courses: Behavioural Science, Biomedical sciences, Business & Management, Civil Engineering, Computing, Computer Games Technology, Computer Arts, Criminological Studies, Ethical Hacking, European Economy, Finance, Food Science, Forensic Science, Game Production Management, Health Science, Law, Marketing, Media Culture & Society, Mental Health & Counselling, Nursing, Psychology, Social Sciences, Sociology, Sport & Exercise, Tourism. (Minimum entry level 2 Highers for Dip HE, 3+ Highers for Degree.)

University of Dundee – Table 11

W: www.dundee.ac.uk

T: 01382 383838

E: contactus@dundee.ac.uk

Accountancy, Art, Architecture, Business Management, Computing, Dentistry, Digital Media, Economics, Education, Engineering, Finance, Humanities, International Business, Languages, Law, Life Sciences, Mathematics, Media Arts & Imaging, Medicine, Nursing and Midwifery, Physics, Social and Environmental Sciences, Social Work, Town and Regional Planning.

University of Edinburgh – Table 6

W: www.sra.ed.ac.uk

T: 0131 650 4360

E: sra.enquiries@ed.ac.uk

Accountancy, Archaeology, Architecture, Business Studies, Computer Science, Divinity/Religious Studies, Engineering, English, Economics, Geography, Histories, Languages, Law, Linguistics, Medicine, Music, Nursing, Pure & Applied Sciences, Scottish Studies, Social Sciences, Sport Sciences, Teacher Training, Veterinary Medicine. (Minimum entry normally 4+ Highers with specified grades in appropriate subjects.)

University of Glasgow – Table 13

W: www.gla.ac.uk

T: 0141 330 5562 or 0141 330 5303

Arts, School of Divinity, Education, Engineering, Law and Financial Studies, Medicine, Science (Biomedical and Life Sciences; Computing Science, Mathematics & Statistics; Physical Sciences), Social Sciences, Veterinary Medicine. Through its Associated Colleges, degree courses are offered in Agriculture, Architecture, and Product Design.

University of Stirling - Table 9

W: www.stir.ac.uk

T: 01786 467046

E: recruitment@stir.ac.uk

Courses: a wide range of programmes in the following subject areas: Accounting and Finance; Aquatic Sciences; Biological Sciences; Business and Management; Computing; Criminology; Economics; Education (Primary and Secondary Teaching); English Studies; Environmental Sciences and Geography; Film, Media and Journalism; History; Law; Marketing; Mathematics; Modern Languages; Nursing and Midwifery; Philosophy; Politics; Psychology; Religious Studies; Sociology and Social Policy; Social Work; Sports Studies; Tourism. (Minimum entry level 4 Highers or equivalent, specified grades.)

University of St Andrews – Table 23

Student Recruitment & Admissions

St Katharine's West

16 The Scores

St Andrews

KY16 9AX

T: 01334 462150

E: student.recruitment@st-andrews.ac.uk

Services for applicants:

- UCAS Application advice line: 01334 462510
- 10 Visiting Days
- Opportunities to shadow undergraduate students
- Summer School opportunities
- Needs-based scholarships worth £1000 - £3000 per annum.

Applicants must focus on the academic subject on their UCAS personal statement. If they are applying for a Joint-Honours programme, they should address their interest in both subjects on the application.

University of Strathclyde – Table 15

W: www.strath.ac.uk

T: 0141 548 2814

E: scls@strath.ac.uk

Every year, thousands of students make Strathclyde their first choice. Why? It's partly because Glasgow is a brilliant city to live in. It's partly because Scotland is an exciting place to be. But it's mainly because Strathclyde is a friendly, switched on university that provides great teaching, cutting-edge research and fantastic learning opportunities. You can learn a lot here, but you'll have fun doing it too.

Training Provider Information

Training Providers are contracted by Skills Development Scotland to provide quality vocational training and qualifications in Shetland. Except for a few special programmes, all trainees are employed. Assistance with travel and accommodation is available for college attendance, and depending on circumstances may be available when at work.

Construction Skills – Table 40

W: www.bconstructive.co.uk

T: 01463 222893

E: scotland.north@cskills.org

Construction Apprenticeships allow you to learn, work, earn and get qualified all at the same time. It's a simple step-by-step process that Construction Skills can guide you through. At the end of it you'll be trained and qualified with a promising future in an exciting industry.

1. Complete and submit application form.
2. Complete Construction Skills initial assessment.
3. Apply direct to employers.
4. Employer offers job and apprenticeship.

5. Training and apprenticeship arranged.

Orkney College – Table 30

W: www.orkney.uhi.ac.uk

T: 01856 569216

E: orkney.college@uhi.ac.uk

Contracted to offer Agricultural training in Shetland, SVQ Level II, III and Modern Apprenticeship. Block release at Orkney College totalling 22 weeks over 3 years. In conjunction with Scottish Agricultural College we are now offering an HNC in Agriculture.

Support Training – Table 24

T: 01595 695026

E: j.maclellan@support-training.co.uk

Offers Scottish Vocational Qualifications at Level II and III and Modern Apprenticeships. Study routes include Business Administration, Information Technology, Retail, Warehousing and Catering. Entry requirements vary according to occupational area.

Train Shetland – Table 26

W: www.trainshetland.com

T: 01595 743743

E: trainshetland@shetland.gov.uk

Presently offering Skillseeker and Modern Apprenticeship training in the following occupational disciplines: Architect Technician, Accounting Technician, Agricultural Engineering, Amenity Horticulture, Aquaculture, Barbering, Beauty Therapy, Bricklaying, Business Administration, Child Care, Civil Engineering, Care of the Elderly, Electrical Engineering, Engineering: Maintenance, Engineering: Welding & Fabrication, Fishing, Food Preparation & Cooking, Greenkeeping, Hairdressing, Heating & Ventilation Installation and Servicing, Heavy & Light Vehicle Maintenance, IT Technician, Jewellery, Joinery, Painting & Decorating, Pharmacy Services, Plumbing, Refrigeration Engineering, Science Laboratory Technician, Stonemasonry, Vehicle Body Repair, Veterinary Nurse, Warehousing & Stores. Entry requirements are good Standard Grades, with some programmes requiring specific subjects. Other programmes are available at request of both employers and applicants. Various colleges are contracted for block release placements;

these include Shetland College, NAFC, Inverness College, Elmwood College - Fife, Telford College Edinburgh, Aberdeen College, Carnegie College, Moray Firth Training Group and North Glasgow College. Some programmes require distance/open learning with no college attendance.

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Emergency Procedures

In the unlikely event that the fire alarm sounds, the following procedure should be observed.

- 1 On hearing the fire alarm, which may be for a short time, identify the nearest fire exit and prepare to leave.
- 2 There will then be a tannoy message either to say all is well, or advising to evacuate through the nearest exit.
- 3 The fire bell will go off again if there is an emergency.
- 4 Do not attempt to collect any personal belongings.
- 5 Rendezvous point at the red paved car park, which is located at the west side of the Complex.