

# ESSEX CAREERS

Your guide to local employment and skills

**Featuring:**  
Transport and  
logistics sector  
West Essex



## Find out more about

- Sports apprenticeships
  - The National Careers Service
  - Tips for starting your UCAS application
- and much more...**

# Want to learn more about tackling climate change?



Check out our Climate Action Advice Packs for practical guidance and cost-effective recommendations to help us all to reduce our carbon footprint.

The Climate Action Resident Advice Pack is also available in an easy read format.

Download your free copy [here](#)

Discover how you can live a more sustainable lifestyle by registering for the Carbon Cutting Essex app. With interactive activities, such as quizzes, blogs and videos, the app is a fun way to keep track of your carbon footprint and deep dive into a range of climate-related topics.

Join thousands of users by visiting:  
<https://carboncuttingessex.com/register>

Keep up-to-date on the top environmental news stories by signing up to the monthly Essex Climate Action newsletter [here](#)



This magazine has been produced by the Essex County Council Employment & Skills team to provide a comprehensive insight into all matters relating to the Employment & Skills opportunities within Essex.

We are very grateful to all the individuals and organisations who have contributed to the fifth issue.

Essex County Council welcomes your input. Please get in touch if you have any questions or would like to contribute to future issues.

Future issues will be published in autumn.

Enjoy reading and don't forget you can contact us at [Essex.Careers.Magazine@essex.gov.uk](mailto:Essex.Careers.Magazine@essex.gov.uk) and view all editions at [Essex Opportunities](#).

Produced for Essex County Council by Careermap Ltd

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If you would like to discuss how Careermap can help your organisation to create bespoke useful guides, please contact Sharon Walpole, Partnerships Director at [info@careermap.co.uk](mailto:info@careermap.co.uk)



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FOREWORD

Councillor Tony Ball  
Essex Careers Magazine

It is my great pleasure to introduce the sixth edition of Essex Careers. This is another packed edition and as with all previous editions, there is a wealth of information available for you to read. The sector spotlight is on the transport and logistics industry and contains information on roles available, key skills needed for the sector and key employers based here in Essex. With articles from Southend Airport, SIMARCO Logistics and RSM Driver Training; in addition to the usual handy ‘routes into’ overview to help with navigating the different options.

For our geographical focus, we take a closer look at what is happening in the west of the county. We also explore the fantastic work taking place in colleges across Essex, with articles from Harlow College, Stansted Airport College, Colchester Institute and Chelmsford College.

We would love to hear what you would like to see featured in future editions, so please complete our survey [here](#) to let us know. The readership of the magazine continues to grow – with thousands accessing the online, digital and hard copies. Don’t forget to continue to spread the word and also let us know how you’re using the information.

A huge thank you to contributors and all those involved in putting together this edition. Enjoy reading and don’t forget you can contact us at [Essex.Careers.Magazine@essex.gov.uk](mailto:Essex.Careers.Magazine@essex.gov.uk) and read all editions on [Essex Opportunities](#).

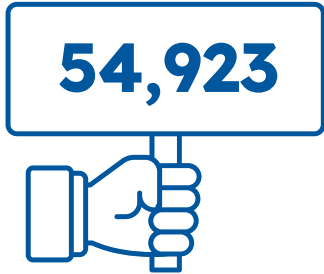
**Cllr Tony Ball,**  
Essex County Council Cabinet Member for Education Excellence, Lifelong Learning and Employability



SECTOR SPOTLIGHT -  
TRANSPORT AND LOGISTICS

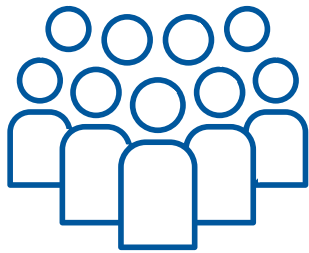
There are many opportunities in the transport and logistics sector here in Essex, with 54,923 jobs in the sector and 23,162 vacancies advertised from around 3,400 employers in the last twelve months.

The transport and logistics sector moves things and passengers from place to place using planes, trains, automobiles and ships. It’s one giant network, and it’s people keep it all connected. We all benefit from the industry every day, whether we realise it or not. Everything in our homes arrived via the logistics network, and the same goes for our shops and businesses. Without it? No food, no clothes, no anything. Similarly, the roads and railways would soon come to a halt without drivers, conductors, and signallers, that is why there is a demand for skilled people to keep things moving.



jobs in Essex

Top five advertised occupations in Essex:  
**Warehouse operatives, vehicle technicians, mechanics, electricians and large goods vehicle drivers**



**23,162 vacancies** from around **3,400 employers** in the last 12 months

**Transport and logistics sector in Essex**



Average annual salary in Essex is **£34.8K**

Top employers in the transport and logistics sector in Essex:  
**My Four Wheels, First Bus, CSS Corporation, Royal Mail, NHS and Streamline Services Consultancy Limited**

Source: Official Labour Market Statistics (ONS) and Lightcast Analyst | Figures include Southend and Thurrock

Essex Careers					Sector Spotlight - Transport and logistics					
Qualification	Description	Length of time	Assessment		Level of study	Award UCAS points	Entry requirements	Work experience	What does it lead to?	
Apprenticeship	Involves completing a vocational qualification or degree in transport and logistics industries, while receiving paid, on-the-job training. Examples include: Large goods vehicle (LGV) driver, transport planning technician, supply chain operator and aviation ground specialist.	1 year minimum	Apprenticeship dependent (includes demonstration, presentation and/or exams)	➡	2/3 with possibility to progress to higher and degree apprenticeship	No	Employer dependent Age 16+ Evidence of interest and ability to complete	Yes (paid job with at least 20% off-the-job training)	Higher Level or Degree Apprenticeship University Work	
A Levels	Academic qualifications that can be taken at a college, sixth form centre, or online. Available in a variety of subjects, Maths, Geography and Business Studies could be useful for transport and logistics industries.	2 years	Mainly exams at the end of the course – can include coursework	➡	3	Yes	For individual schools and colleges to decide (commonly 5 GCSEs at grade 4 and above)	No	Apprenticeship University	
Technical/vocational	Qualifications that teach you how to do tasks specifically related to the transport and logistics sector. Relevant NVQ and BTEC programmes include: Transporting Freight by Road, Logistics Operations and Driving Goods Vehicles.	Course dependent	Course dependent (coursework and exams)	➡	1+	Yes	Course dependent (coursework and exams)	Course dependent	Apprenticeship University/college Work	
Work placements and Internships	Structured work-based study programmes or general work experience with a transport or logistics company.	This could vary from 1 day to 1 year. It could be completed as a block placement for a couple of weeks or 1 day per week for a set period of time.	N/A	➡	N/A	No	N/A	Yes	Apprenticeships University/College Work  To be in with the best chance of securing your dream role, you'll need some work experience alongside your qualification. Employers often favour those who've complemented their theoretical knowledge with relevant, practical experience.	
Degree	An academic qualification which students at university complete. These can be taken in a range of different subjects, such as: • Management, Transport and Logistics, • Transport and Business Management, • Maritime Transport and Logistics	Minimum of 3 years	Course dependent	➡	University degrees range from level 6 qualifications such as a bachelor's degree to a level 8 qualification such as a doctorate degree.	N/A	Course dependent	Course dependent	Paid employment	
Post-graduate courses in transport & logistics industries.	'Postgraduate' is the term used to describe graduate students studying for a second qualification, after their degree, typically a masters, postgraduate certificate (PGCert) or postgraduate diploma (PGDip).	1-2 years	Course dependent	➡	Level 7-8	N/A	Course dependent	Course dependent	Paid employment	
Professional qualifications	Joining a professional body isn't usually necessary to secure your first job; however, it is possible to complete further professional qualifications with the Chartered Institute of Logistics and Transport.	N/A	N/A	➡	N/A	N/A	Relevant qualifications	N/A	Employment	
Skills bootcamps in transport and logistics	Flexible DfE-funded courses. These intensive courses are designed to result in a guaranteed job interview, providing a direct pathway to employment.	Up to 16 weeks	Assessments and assignments	➡	Level 2 – 5	Yes (Level 3 to 5)	Varied entry requirements	N/A	Further education and/or employment	



# Transport and Logistics

## The facts, figures and roles



There are many opportunities for a career in the sector. For example, you could drive a heavy goods vehicle (HGV), van or train and be responsible for getting your passengers and cargo to the right place at the right time. It's not just trains that need to run on schedule: at supermarkets, the delivery window for lorries can last a matter of minutes, so drivers have a lot of responsibility.

Alternatively, you might be based in a warehouse or storage facility and be responsible for picking the items to go onto a delivery vehicle, loading them up – perhaps using forklifts or other specialist equipment – and keeping accurate records.

All of these operations require careful planning and overseeing, so there are many supervisory and management roles all the way along the chain. Some involve working with the delivery teams, while others are focused on the end customer, with roles as diverse as scheduling the deliveries for an entire fleet of lorries to managing a train station.

Alternatively, there are roles with businesses like Amazon or eBay, which shift millions of packages every day and rely on huge, sophisticated and hi-tech logistics divisions.

### Transport and Logistics skills

The skills you'll need will vary between roles, with different requirements depending on your specialism. Drivers will need specialist training, for example, which requires good motor skills, concentration and the patience to cover long distances, often at antisocial times.

Some aspects of logistics work can be very physical: those lorries don't unload themselves after all, so you could be doing a lot of lifting and carrying, learning how to plan ahead and to use your muscles efficiently and without injury.

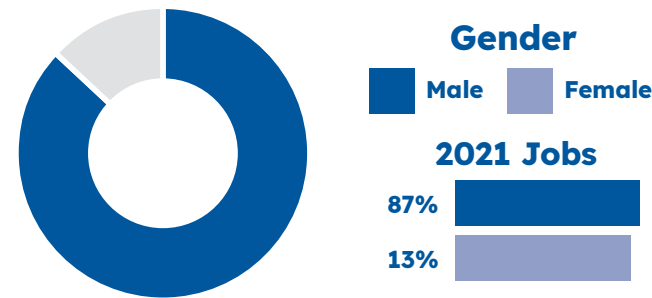
You might also need some highly specialised skills depending on the business you work for. Transporting chemicals, fuel or other hazardous materials is obviously risky, so the people involved need to know the properties of the material they're moving and how to do it safely.

Elsewhere in the chain, roles that involve planning, scheduling or creating timetables will demand ICT, literacy and numeracy skills, as well as a good head for organisation and the ability to solve problems. In fact, for any role in transport and logistics, knowing when – and how – to think outside the box will be a handy skill.

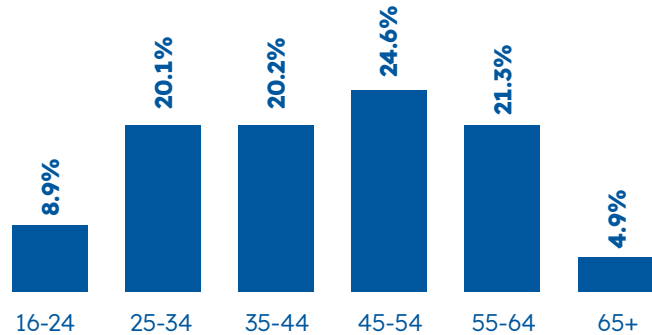
**54,923** jobs in Essex

Average wage for the sector in Essex is **£34.8K**

**23,162** vacancies from around 3,400 employers in the last twelve months



National occupation gender breakdown



National occupation age breakdown

### Average salaries for job roles in Transport and Logistics

Warehouse operatives	£26.1K
Large goods vehicle drivers	£40K
Vehicle technicians, mechanics and electricians	£30.9K
Transport and distribution clerks and assistants	£28.5K
Managers in transport and distribution	£48.8K

### You could work in...

- airports
- ports
- warehouses and depots
- offices
- mail sorting centres
- stations
- the middle of the ocean

### Training

There are plenty of different ways to get the skills you need to for a career that delivers.

### Work-based & work-related qualifications

Relevant NVQ and BTEC programs include:

- Transporting Freight by Road
- Logistics Operations
- Driving Goods Vehicles

Don't forget BTECs etc. can also pave the way for a degree.

### Apprenticeships

Apprenticeships are available at a few different levels:

- level Two (Intermediate) – equivalent to GCSEs
- level Three (Advanced) – equivalent to A Levels
- level Four / Five (Higher) – equivalent to Foundation Degree

Apprenticeships include:

- Large Goods Vehicle (LGV) driver
- Transport Planning Technician
- Supply Chain Operator
- Aviation Ground Specialist

### A Levels and Bachelors Degrees

Useful A Levels might include:

- maths
- geography
- business studies

Already know that a degree is the way you want to break into the sector? Head to UCAS and find out what qualifications (A Levels/ IB modules) you'll need for the course that interests you.

Industry-specific degree programs include:

- Management, Transport and Logistics
- Transport and Business Management
- Maritime Transport and Logistics

However, the transport network needs skilled people from all kinds of backgrounds so you might find that ICT degrees or STEM subjects also appeal to employers.

### Top 3 advertised occupations in the sector in Essex

- Warehouse operatives
- Vehicle Technicians, mechanics and electricians
- Large goods vehicle drivers

### Big employers in Essex

- My Four Wheels
- First Bus
- CSS Corporation
- Royal Mail
- NHS
- Streamline Services Consultancy Limited

### Life in Transport and Logistics

**Ready to hit the road? For some people, that's where the journey starts. You might be working with drivers out on deliveries, helping to load and unload, fill in the paperwork, keep on top of orders and of course find your way to the next delivery. Or you might be behind the wheel yourself.**

Alternatively, you might be in a warehouse getting deliveries ready, working on a train, or even crewing a ship that's lugging containers overseas. Either way, you'll probably be working in shift patterns, with some early morning, night and weekend work involved. Pack sandwiches (and seasickness tablets).

At more senior levels you might be planning out logistics operations, dealing with suppliers and passengers or managing other people. Or you could be developing and maintaining software and apps that help the network run smoothly. You'll need to keep on top of your workload, arrive on time and build a good relationship with colleagues – but then all of those things mean being good at logistics anyway, so you should have no trouble.

Transport and logistics is really all about making connections and paying attention to detail. So if you're good at organising things, have a mind that enjoys solving problems and working with other people to get things done – basically, if you love it when a plan comes together – then you'll probably get on well working in this sector. And you'll know that you're playing your part in making the world go round.

Find Apprenticeships and jobs in transport and logistics in Essex at

[www.essexopportunities.co.uk/essex-industries/logistics/](http://www.essexopportunities.co.uk/essex-industries/logistics/)



# Are you Generation Logistics?

Have you ever considered a career in logistics? Well, the answer may most likely be no, and you're not alone. In fact, research shows that over 90% of the UK has never considered logistics as a career path.

Generation Logistics is an industry-backed awareness campaign, highlighting the different careers and opportunities that are available within the UK's most hidden sector.

## What is logistics?

Simply put, logistics is all about getting something from A to B. But it's so much more than just the journey.

Think planning, scheduling, managing vehicles, routes, quantities, quality, packaging and preparation. And, most importantly, think about the people and skills needed to make it all happen.

## Explore the possibilities

Logistics is a critical part of our everyday lives, even if you don't always notice it, it's there. Logistics ensures that products and services are delivered efficiently and effectively.

Generation Logistics is here to help and allow discovery of the many successful career paths that are available within the sector. Here are some of the existing job families that can be explored:

- Environment and sustainability
- Customs and international trade
- Transportation
- Warehousing
- Customer care
- Infrastructure
- Digital technology
- Engineering
- Human resources
- Solutions design
- Sales and marketing
- Operations excellence
- Finance

## Why choose a career in logistics?

Logistics has a culture of promoting from within, meaning once you join the sector you can climb the career ladder. You might join in an entry level position, straight from high school, with no formal qualifications. Or you might join as a graduate. Or as someone who's changing careers, with transferable skills, looking for a fresh start. Regardless, your potential is decided only by you.

Salaries in logistics are highly competitive and particularly so for specialist skills. But the rewards aren't just financial. You'll have the opportunity to work alongside people, have an impact on the world, and an exciting career journey.

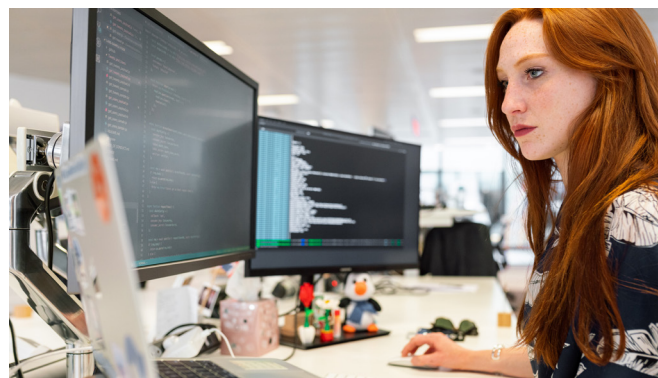
Want to find out more?

**Generation Logistics | Where Talent Meets Opportunity**

**GENERATION  
LOGISTICS™**



If you're thinking about a career in logistics but have no idea about what part of the sector is best suited to your talents, try the Generation Logistics **Find Your Future tool**. The tool is a five-minute quiz which matches you to a potential career based on your interests and personality type.



Simarco is one of the UK's leading independent logistics and freight operators. The company has extensive experience of delivering success over nearly three decades.

Simarco operates worldwide and offers a full range of services in the UK, across Europe and internationally across all trade routes. Their UK Head Office alongside two of their distribution centres are based in Essex, with a new state-of-the-art facility in Stoke-on-Trent and further sites spread across various locations in the UK.

Simarco believe that people are the heart of their business. It is their employees' professionalism, dedication and experience that continues to be at the core of their success.

They strongly believe in promoting from within, providing opportunities for younger generations. As a result, Simarco invest heavily in the development, learning and progression of their employees throughout the business.

Apprenticeships at Simarco are available in many areas including:

- Warehousing
- Customer service
- Management and team leadership
- People and culture
- I.T.
- International freight forwarding



**Simarco are proud of their apprentices and the enormous contribution that they make to their business each day. Hear from one of their apprentices below:**

## Jade Finney

"I joined Simarco's traineeship programme as a trainee sales executive and it was the best decision I ever made. I went to college and had the opportunity to go to university, but I knew that wasn't for me. I tried multiple different jobs, but I knew I would never progress, until I started Simarco and realised just how many opportunities there were for a good career.

"My training was very easy, I had no experience in my job role, but I picked it up fast, with help from colleagues whenever I needed it. Along with my role in sales, I have been given the opportunity to attend courses, for example I completed a customer service course which was very mind opening. Overall, I really enjoy working for Simarco and I am very thankful for being given this opportunity and being a part of the team."

Simarco are committed to upskilling their employees and are continuously looking to develop their team professionally at all levels and in all functions. In addition to their commitment to the National Apprenticeship programme:

- The customs teams are offered professional qualification opportunities with the Customs Academy.
- They have an ongoing certification programme for their dedicated team of drivers.
- Leaders are provided with the tools they need to lead with confidence, with external coaching and training programmes.

Simarco believe that training is not just important - it is vital. It is an investment in Simarco's future which is why they commit to doing what they can to make you the best you can be at work.

Want to find out more?

Visit [simarco.com/jobs-and-careers/](https://simarco.com/jobs-and-careers/)



# RSM Driver Training

RSM Driver Training (RSM) is one of the largest accredited commercial driver training schools in the South East of England. Established over 20 years ago, RSM has helped thousands of people to achieve their dreams and gain commercial licences, leading to lasting careers within the transport and logistics sectors.

RSM instructors have many years practical experience working within the industry. They pride themselves on training candidates to be confident, aware and safe on the road, resulting in great first-time pass rates. The fleet of modern training vehicles, comfortable training classrooms and onsite reversing practice area, ensures you get the best all round experience with RSM.

Further information can be found on the [RSM website](https://www.rsmdrivertraining.com).

## The training process

There are different stages that a candidate must complete to become a qualified HGV or PCV driver and to work within the industry:

1. Attend a medical appointment and apply to the DVLA for provisional entitlement to be added to the licence.
2. Pass the relevant theory multiple choice and hazard perception (module 1a and 1b) tests.
3. Attend driver the training course and sit and pass the module 3a reverse maneuver test and then sit and pass the module 3b road practical test.
4. Get a Certificate of Professional Competence (drivers CPC).
5. Apply for a digital tachograph.

Although the process can seem overwhelming to start, rest assured the team at RSM help you with every step of the way from provisional to qualified. We book everything, so you know where you need to go and when, and give you the tools you need to complete the process quickly and successfully.

RSM really are the one stop shop for HGV/PCV driver training!

## Accessibility for all

RSM understand and support all learners and adapt training methods and materials to suit individuals and their needs.

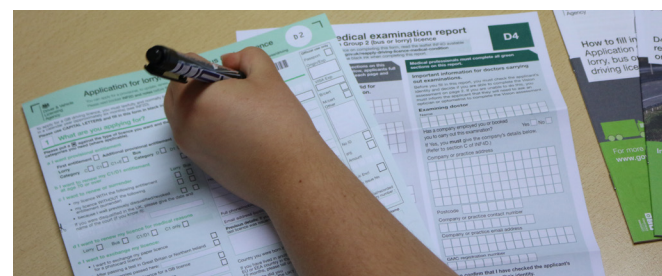
## HGV Skills for Logistics Bootcamps & Government Funding

In recent months, RSM Driver Training have assisted with the training of individuals through localised HGV bootcamp projects (via local councils) and the central governments HGV skills for life bootcamp program, all of which aim to provide a pathway to employment with funded HGV training and employment opportunities for all.

Whether it's gaining a new HGV licence to start work, or upskilling a current one by taking ADR or HIAB training, the scheme has helped thousands of individuals find work whilst helping reduce the ever-growing shortage of commercial drivers in the United Kingdom.

More details of our project with Essex County Council [here](#).

For questions and queries about HGV Skills Bootcamps, please email: [enquiries@rsmdrivertraining.com](mailto:enquiries@rsmdrivertraining.com)



## Success Stories



### Dylan

**"Before obtaining my HGV licence, I ran a music school with my wife. We successfully operated the school for over a decade. But, with the birth of our son in 2022, we made the decision to close the school in July."**

"I decided to pursue my HGV licence because I was looking for a career that could provide stability and a good income for my family."

"The HGV training process with RSM was a thoroughly positive experience. The e-learning tools and resources were exceptional and instrumental in my success."

"The instructors at RSM were not only highly knowledgeable but also incredibly supportive. They provided practical skills and invaluable advice, especially as I prepared for the driving test. The combination of their expertise, the comprehensive training program, and the supportive environment at RSM made the journey to obtaining my HGV licence both challenging and rewarding."

"I am currently employed in transport and actively using my HGV licence at a parcel delivery company. My role involves transporting pallets of parcels from the depot to sub-depots for sorting and subsequent courier delivery."

"Getting my HGV licence has brought about significant positive changes in my life. It provided me with a stable and fulfilling career, where I play a crucial role in parcel delivery operations. Financially, it has brought stability to support my growing family. Overall, obtaining my HGV licence has been a transformative experience, enhancing both my professional satisfaction and personal well-being."

Telephone **01268 695909** Email us at [enquiries@rsmdrivertraining.com](mailto:enquiries@rsmdrivertraining.com)  
Visit the [website](https://www.rsmdrivertraining.com) for more details.





## Master's degree in International Logistics and Supply Chain Management at the University of Essex

To gain a competitive edge for management roles in the logistics and transport sectors, international logistics and supply chain managers need to use data and analytics to improve business performance.

MSc International Logistics and Supply Chain Management trains you in analytical approaches, as well as learning how to apply management techniques to solve business problems arising from supply chains. The course is part of our Essex Business School and located at our Southend campus. The campus is close to London's major port, providing potential opportunities for site visits and placements to gain practical work experience.

### Meet Wilson, a future expert in international logistics and supply chains

Wilson is currently studying a master's degree in International Logistics and Supply Chain at the University of Essex. Wilson worked in the 11th biggest shipping port in the world. But, thanks to advice from a valued mentor, he decided to update his knowledge and improve his credentials by pursuing a Masters degree with the Essex Business School.

### What is Wilson's course about?

"In short, supply chain and logistics means taking goods from a factory or manufacturer then delivering them to the final customers. This includes transportation, inventory management, calculating, and forecasting customer demand."

Wilson has a bachelor's degree in commerce and accounting, but made the decision to return to higher education to enhance his skills due to there being more further study options that link to his profession.

"I have lots of sector experience, but there are many new industry advancements, like digitalisation, that I want to understand better."

For more information visit the [University of Essex website](https://www.essex.ac.uk).

### Why would Wilson recommend taking this course?

A mentor and friend of Wilson's said he should build on his knowledge to keep up with advancing technology. Wilson wanted to make sure he made the right choice on where he should study.

"I sought to broaden my skills, but combining work and study proved impossible. I am a careful decision maker and, true to form, I spent two months analysing which course to take in an Excel spreadsheet. My criteria were: rankings, personal recommendations, and the most relevant syllabus. When I return to work, I will not only be able to use the latest technology, but I will be more professional and will have more credibility."

### Are there many local jobs in the transport and logistics sector?

Wilson gained work experience overseas in Dubai, but it is possible to get jobs in the local area too.

"Industries cannot operate without transport and logistics. Every department has someone who is doing this. In your local supermarket, for example, there is a team behind taking goods from a farm to the store. The industry has developed in the last decade, and now there are far more opportunities."

For more information about events and other outreach opportunities, email [outreach@essex.ac.uk](mailto:outreach@essex.ac.uk)



University of Essex



## South Essex College Large Goods Vehicle (LGV) driving school

If you are looking to kickstart a high-powered career in the commercial driving industry, South Essex College Logistics department have their own Driver Vehicle Standards Agency accredited Large Goods Vehicle (LGV) driving school located in Basildon Essex.

The college offer comprehensive training programs which are designed to put you in the driver's seat to success.

### LGV Bootcamp

The LGV Bootcamp is an intensive, government-funded training program designed to provide comprehensive training, testing, and support for aspiring Large Goods Vehicle drivers. The program covers all necessary aspects of LGV driving.

### Co-Funded Training for Employers

In addition to the fully funded bootcamp, South Essex College also offers co-funded training for employers looking to upskill their current drivers.

### Commercial Training

You can accelerate your career with South Essex College's commercial LGV training. Whether you're aiming for Class 1 or Class 2, the college's team of expert instructors has you covered.

### Logistics Apprenticeships

South Essex College offers a variety of apprenticeships that combine hands-on experience with academic learning, providing a comprehensive pathway to a career in logistics. These apprenticeships offer real-world experience in addition to classroom instruction, making learners highly valuable to potential employers.

### Drive Your Future Forward

Whether you're aiming to upskill your license, become a professional driver, or enrol in a logistics apprenticeship program, South Essex College is your route to success. With expert training and comprehensive courses, you can drive your future forward with confidence.



For more information and to apply visit:  
Web: [www.southessex.ac.uk/hgv](https://www.southessex.ac.uk/hgv)  
Email: [logisticsteam@southessex.ac.uk](mailto:logisticsteam@southessex.ac.uk)



**SOUTH ESSEX  
COLLEGES GROUP**



# Volunteering as a Community Bus Driver

Volunteering as a community bus driver is a fulfilling opportunity to help others while gaining new experiences. Here's why you should consider giving it a try:



## Supporting your local community:

- When you drive a community bus, you help people who can't drive themselves or use public transport. This means you're making sure they can get to places like support groups, day trips, health related appointments, school, swimming lessons/inter school activities.
- You help people stay socially and psychically active and involved in their daily lives by giving them a ride to where they need to go.

## Giving People Independence

- By driving for the community, you allow people to do things on their own and not rely only on their friends or family for rides, helping them to maintain independent lifestyle.

## Helping your community

- You make sure everyone in your community can get to local events and places, making the community a better place for everyone.
- Your work helps everyone feel included and enjoy the things your community has to offer.

## Personal Fulfilment & Development

- Volunteering makes you feel good because you know you're making a real difference in people's lives by helping them get around.
- The smiles and thanks you get from the people you help can be very rewarding.

## Flexibility

- You can pick your hours and choose when you drive, so it fits around your other activities and commitments.
- There are lots of opportunities to volunteer locally, so you can find a role that works with your schedule.

Looking to volunteer in your spare time? Reach out to your local community transport provider to learn how you can get started. Simply visit **Transport providers in Essex | Travel Essex** to explore a list of community transport providers, then visit their website or give them a call to find out how you can get involved.

Please note to be a community bus driver volunteer you must have a D1 entitlement on your driving license.

**Full training will be provided.**



# Let your career take-off with an apprenticeship at London Southend Airport

London Southend Airport

## Air Traffic Control (ATC) Apprenticeships

**Have a keen interest in aviation? Seeking a rewarding career? Or simply looking to challenge yourself in a brand-new and exciting environment? Well, London Southend Airport would like to meet you.**

With a global shortage of Air Traffic Control Officers (ATCOs), London's sixth major airport is appealing for aspiring ATCOs to study and learn on-the-job with their bespoke apprenticeship scheme.

To be successful as an Apprentice Air Traffic Controller, you will need:

- to be calm, self-assured, and decisive
- resilience to pressure and changing circumstances
- excellent communication skills
- excellent spatial awareness
- complex problem-solving skills
- the ability to prioritise effectively
- to be adaptable, thorough, and detail oriented
- to be flexible and open-minded to change
- to be able to work confidently, and without supervision
- the ability to work quickly and accurately

You will need a minimum of 5 GCSEs at grades 9 to 4 (A\* to C) or equivalent qualifications, including English and maths.

As an Air Traffic Controller, you will use advanced radar and radio communications equipment to pass instructions, advice and information to pilots under your control. You will guide aircraft through the airport's airspace, using radar to track their position, keeping them 'separated' and safe; this must be done efficiently to minimise delays and reduce CO<sub>2</sub> emissions.

Controllers work in an on-site control tower (known as Aerodrome Controllers) and are responsible for managing aircraft in the immediate vicinity of the airport, ensuring aircraft move safely on the runway, taxiways, and the aircraft parking stands. They also give aircraft their clearances to take-off and land.



The airport also has Approach Controllers who manage aircraft out to much greater distances from the airport (often out to 40 miles from Southend). Approach Controllers will guide approaching aircraft into the most efficient sequence order ahead of landing.

You will start your career as an Air Traffic Control Assistant, supporting controllers by answering operational telephone calls, managing safety-critical information such as aircraft flight plans, and preparing meteorological data. Assistants also provide an extra pair of eyes and ears for the controllers. After you have mastered the Air Traffic Control Assistant role, your aptitude to progress to Air Traffic Controller training will be assessed.

If you are successful, this training is carried out initially at a residential college in Gloucester in the west of England. Having successfully completed college training, you'll return to London Southend and conduct a period of 'on-the-job' training under the mentorship of experienced controllers.

Qualified Air Traffic Controllers usually start off in the tower as Aerodrome Controllers. Approach control is normally the second discipline to learn, and the entire process can take up to three years before you are qualified in both. Experienced controllers are currently highly sought-after, and that demand is likely to continue well into the 2030s.

For more information visit - [londonouthendairport.com/corporate/careers](http://londonouthendairport.com/corporate/careers)





# DigiGo the future of transport

DigiGo is a shared public transport service which offers on-demand or pre-bookable travel. There is no fixed route or timetable, and it operates in parts of rural and suburban Essex.

DigiGo offers both part-time and full-time positions for drivers within our team. As a driver, you'll have the opportunity to interact with a diverse range of people from the community.

A driver shared: **"What I like about DigiGo is getting involved with the community and providing a community service. We get to know our passengers. For some, there isn't an alternative service, so DigiGo definitely fills the gap."**

### Why DigiGo?

- DigiGo offers a revolutionary on-demand and pre-bookable travel experience in Essex.
- No fixed route or timetable – putting passengers in control of their journey.
- Book seamlessly through the TravelEssex app for convenience and ease.

### What does that mean for you?

- Fulfil a vital role in high-profile schemes, providing a personable, dependable, and friendly transport service.
- Drive our brand-new, electric minibuses, contributing to a sustainable future.
- Get to know your passengers – from students to commuters, older individuals, and those with disabilities.
- Navigate through diverse landscapes, from suburban areas to scenic rural Essex countryside.
- Training provided by the organisation, a great team environment, and opportunities for growth and development, and progression.



To find out more about the service, please visit [www.digigo.uk](http://www.digigo.uk).  
To learn more about becoming a DigiGo driver, email us at [digigo@essex.gov.uk](mailto:digigo@essex.gov.uk).  
Job vacancies can be found at [www.workingforessex.com](http://www.workingforessex.com).

# What do you know about Essex?



**The Essex population is projected to grow** by over 56,000 over the next five years.



**Essex is home to 1.8 million people**, 60% of whom are aged 16 to 64.



**There are 756,599 jobs in Essex**, projected to increase to 790,542 by 2030.

For the first three months of 2024 there were **71,431 vacancies** from over **7,000 employers**.

**Essex has an employment rate of 77.3%**, this is above the UK employment figure of 75.8%.

The **construction, transport, health and social work** and **wholesale/retail** sectors are set to **see the most growth**.

In terms of jobs, the **largest sectors of employment in Essex** are **wholesale and retail, health and social care, construction, education, transportation and insurance**.



**There are over 80,000 businesses in Greater Essex** – 99% of these are SMEs (small to medium sized enterprises), employing fewer than 250 people each.

Those offering the **highest wages** are: **aviation, transport and logistics, health and social care and engineering**. Collectively these sectors bring the **most GVA (Gross Value Added)** to Essex along with manufacturing.

Source: Official Labour Market Statistics (ONS) and Lightcast Analyst | Figures include Southend and Thurrock



# Finding your way in Essex

## Essex schools, colleges, universities and training providers

- 1

ACL Essex – Adult education and apprenticeships
- 2

Anglia Ruskin University
- 3

Chelmsford College
- 4

Colchester Institute – Colchester Campus
- 5

Colchester Institute – Braintree Campus
- 6

Colchester Institute – Harwich Energy Skills Centre
- 7

Harlow College  
Harlow College - South East Institute of Technology (Harlow College campus)
- 8

New City College – Epping Forest Campus
- 9

South Essex College – Basildon Campus – Centre for Digital Technologies and Luckyn Lane Campus
- 10

South Essex College – High House Production Park – Purfleet
- 11

South Essex College – Southend Campus and Stephenson Road Campus
- 12

South Essex College – Thurrock Campus
- 13

Southend Adult Community College
- 14

Stansted Airport College (part of Harlow College)
- 15

The Sixth Form College Colchester
- 16

Thurrock Adult Community College
- 17

University of Essex – Colchester Campus
- 18

University of Essex – Southend Campus
- 19

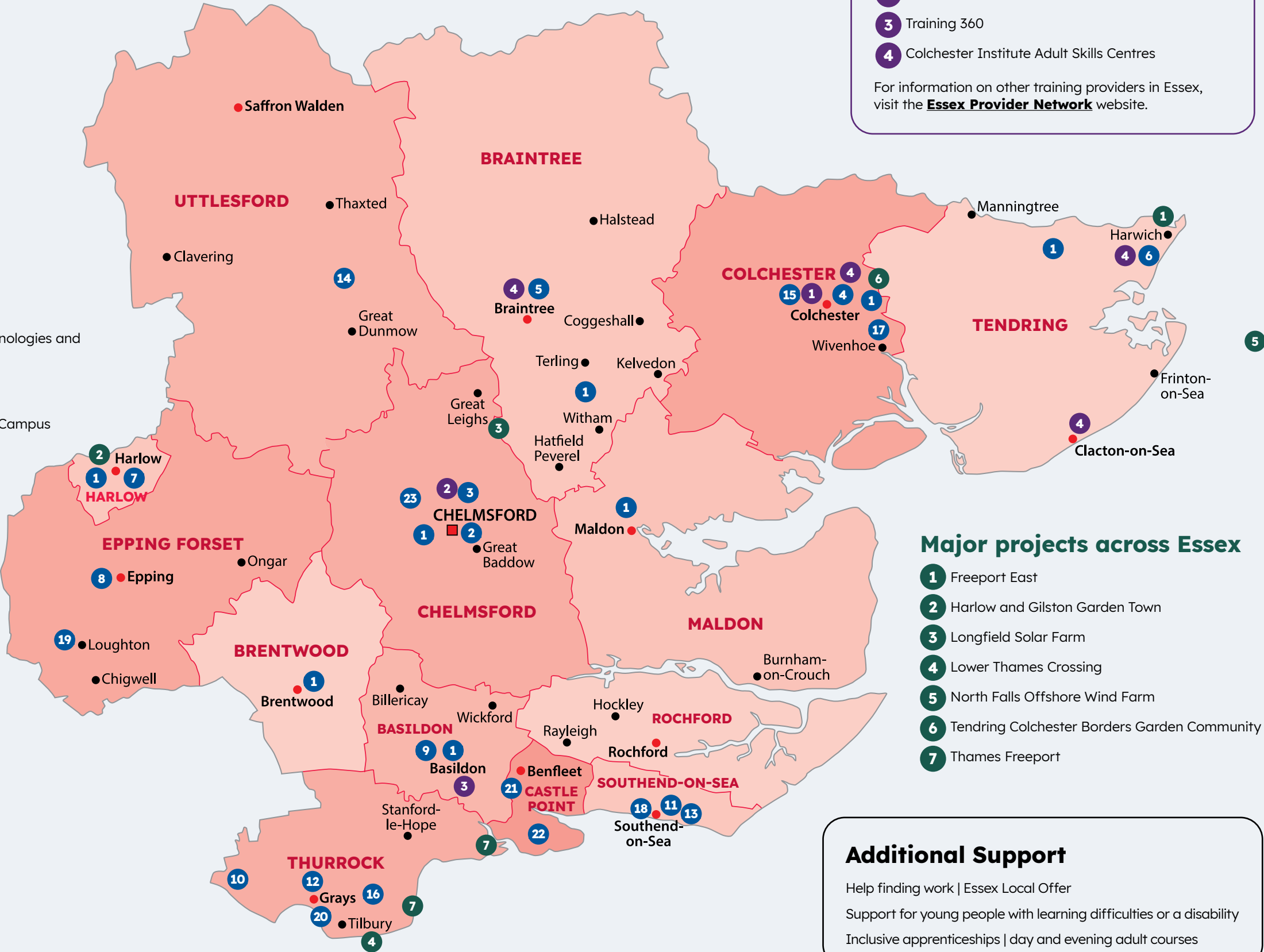
University of Essex – Loughton Campus
- 20

USP College – Palmer’s Campus
- 21

USP College – Seevic Campus
- 22

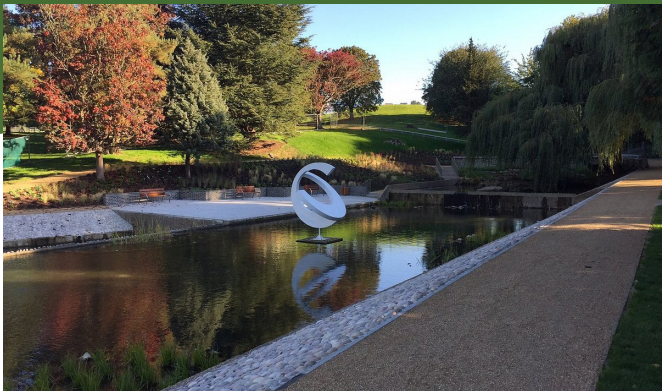
XTEND Digital Campus
- 23

Writtle University College

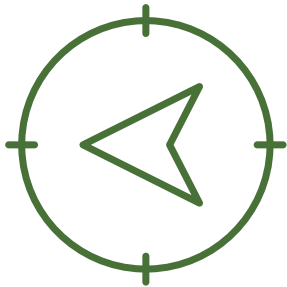


For more information on further education in Essex, visit the [www.federationofessexcolleges.org](http://www.federationofessexcolleges.org)





# Regional focus West Essex



The West of Essex is a diverse mix of both urban and rural areas. It has a population of 319,665. This is anticipated to rise to 327,831 by 2029.

West Essex is home to London Stansted Airport, which is the largest airport in Essex and the fourth busiest in the UK. It's also known for its well-established employment sectors, such as health and social care, retail and education.

Bordering both London and Cambridge, West Essex is part of the UK Innovation Corridor. This region is working together on innovative ways to advance the medical and technological sectors. **Read on for more!**

## DID YOU KNOW?

The top **four biggest employers in the West of Essex** are **My Four Wheels driving school, Ryanair, Amazon and Royal Mail.**



The **highest advertised salaries** in West Essex are in **aviation, transportation, and education.**



The **West of Essex** has a population of **319,655**, of whom **193,246** are of a working age.

Between May 2023 and May 2024 there were **2,623 job postings** in the area.



**Harlow** has been presented **three Green Flag Awards** for their green spaces, namely Parndon Wood Nature Reserve, Harlow Town Park, and Harlow Museum and Walled Gardens.

**London Stansted Airport** is the **biggest single-site employer** in the East of England, with over **10,200 people** working for **200 on-airport companies.**

The **West of Essex** is home to the only airport-affiliated college in the country. **Stansted Airport College** is a state-of-the-art facility overlooking the runway at London Stansted Airport.

The new **Princess Alexandra Hospital (PAH)** will be a **world-class healthcare facility** serving Harlow and the surrounding areas by 2030.

Source: Official Labour Market Statistics (ONS) and Lightcast Analyst



# Harlow College – Adult Learning

Harlow College offer a whole range of courses for adults, with the opportunity to learn online, take classes in college, or a mixture of the two.

They are all designed to help you with your personal or professional development.

There are courses on:

- Accounting
- Automotive
- Beauty therapy
- Hairdressing & Barbering
- Building services
- Business & retail
- Construction
- Early Years
- Education & teaching
- English
- Maths
- Science
- ESOL
- Health
- Social care & wellbeing
- Journalism & social media
- Sports
- SIA security & door supervision
- Employability courses including English, Maths and Digital Skills

Some courses are completely free. For example, those on offer through the Government designed Free Courses for Jobs.

For others, help may be available towards the cost of your college course, as well as maintenance.

We value all our learners at Harlow College and welcome applications from all ages and experience.

So, whether you are 19 and taking your first steps in further education, or 66 and looking to retrain, we look forward to hearing from you.

**Take a look at our adult courses**

## HARLOW COLLEGE



**Boost your skills  
free of charge\***

Free\* limited spaces on selected courses at Harlow College.

Earn less than £35,000 per year and want to take your career to the next level? Harlow College are offering free limited spaces on selected courses for residents of Harlow and Uttlesford.

\*Eligibility criteria applies. Check if you're eligible:

[www.harlow-college.ac.uk/ukspf](http://www.harlow-college.ac.uk/ukspf)



# Stansted Airport College

Have you ever wondered how goods are moved around the world.....?

**The management, control and movement of parts and meticulous record keeping are critical elements in aviation safety as are the smooth and timely supply of goods globally. The storage and delivery of everyday items such as toilet rolls, post, and fresh goods, form an important part of all our lives and could not be fulfilled without the work of those involved in logistics operations.**

Stansted Airport College are helping to train the next generation of employees in this sector. Recognising and responding to the current local need to provide trained employees for the future, by offering an industry

recognised Level 2 Qualification in Logistics and Cargo, that can be completed in just one year.

Skills and competencies are mapped to those required in the industry, and acknowledged by the Chartered Institute for Transport and Logistics (CILT UK), and are built into both theoretical and practical elements of the programme, which include:

- moving and handling goods safely
- picking and distribution
- security in logistics
- stock control



Stansted Airport College  
Part of Harlow College

Please visit our website at  
[www.stanstedairportcollege.ac.uk](http://www.stanstedairportcollege.ac.uk)





## You can make a difference!

Uttlesford Citizens Advice would not be able to provide help and advice to over 3,000 people each year without an incredible team of more than 70 volunteers!

An independent, local charity, the organisation offers a range of varied and interesting volunteer roles, which can be flexible to fit around family or existing commitments. These include:

**Giving information and advice** - this involves helping people to explore the issues they need help with, over the phone, by email or face to face. No specific experience or qualifications are needed, (although you do need to be non-judgmental, able to talk to people and confident using a computer). All volunteers receive training and there is always a paid member of staff that you can turn to for extra support whenever you feel you need it.

**Disability Benefits Specialists** offer home visits for those living with long-term conditions. Volunteers help with applications for Attendance Allowance, Disability Living Allowance (DLA) and Personal Independent Payment (PIP). They also provide advice on financial issues or care needs such as purchasing aids and appliances, getting a blue badge, or lowering fuel bills.

**Student internships** - If you are an undergraduate or recent graduate in law, social policy or a related discipline and would like to gain some valuable experience over four weeks or more during the holidays, an internship could help you to build on valuable skills such as communication, listening and analysing and increase your employability.

If you would like to learn more about volunteering with Uttlesford Citizens Advice, you can find information and an application form [online](#) or call **01799 618840**.

The office at Barnards Yard, Saffron Walden, CB11 4EB is open Monday to Friday from 9.30 to 3.30. For information and advice email [help@uttlesfordca.org.uk](mailto:help@uttlesfordca.org.uk) or call **01799 618840**.

Volunteering with Uttlesford Citizens Advice gives you the opportunity to help other people and build skills and confidence as part of an inclusive, friendly team. Here's what one of their volunteers thought about their experience:

**"Volunteering with Citizens Advice allowed me to do something meaningful with my time whilst learning new skills that would really benefit me in the future. I was able to be a part of an amazing team that helps others every day. I was encouraged to be curious, ask questions, and absorb information. I really valued the responsibility I faced when helping people and enjoyed the everyday challenges of the experience."**



## Mind West Essex

Mind in West Essex supports people affected by mental ill health, to make positive changes in their lives and to improve their emotional resilience.

Mind in West Essex aim to normalise the conversation around mental health and in doing so, reduce the stigma that can be a barrier to people accessing the support that could help them to improve their quality of life.

There are many services offered, including:

- Counselling (private and NHS)
- Peer Support
- Night Owls & Sanctuary
- Training (including Mental Health First Aid, Suicide Aware)
- Elearning Training Academy
- Supported Self Help
- Online Support Groups
- Coaches and more...

The services are delivered by a team of over 90 staff and 125 volunteers. Volunteering with Mind in West Essex can be a rewarding and valuable experience. There are more ways of volunteering than you might think.

Volunteering can help you learn new skills, make new friends, and help you feel part of your local community.

For more information about opportunities, please contact the volunteering team at [volunteering@mindinwestessex.org.uk](mailto:volunteering@mindinwestessex.org.uk) or visit the [website](#).



## Pets Corner Harlow

Opened in 1966, Pets' Corner is a free entry, small and friendly farm located in the heart of Harlow Town Park.

It has a large selection of traditional farm animals, such as rabbits, chickens and ducks, and more exotic animals such as reindeer, llamas and alpacas, as well as a number of rare breeds.

Want to get involved? Why not volunteer or become a Friend of Pets Corner!

Pets' Corner offers many volunteering opportunities, including working with the animals, helping with events and working within the gift shop.

Volunteering can be any day of the week, for a couple of hours or all day - all we ask is that you are aged 14 or over, have enthusiasm, and of course, a love of animals. This can be a great way to gain experience and learn a variety of skills especially if you are considering a career working with animals, or even a career in events, hospitality or retail.

The Friends of Pets' Corner aim to support the work of Pets' Corner and to promote the welfare and availability of animals to the people of Harlow for educational and social purposes.



This group runs their own events, as well as providing support for others throughout the year and are always looking for additional members to be involved with helping organise events and run a wide variety of fundraising activities.

Find out more [here](#).



# Empowering employers to build tomorrow's workforce today

In today's rapidly evolving job market, staying ahead of the curve requires continuous learning and skill development.

South Essex Advanced Technical Skills (SEATS) is proud to offer a diverse range of apprenticeships, continuous professional development (CPD), micro-credentials, and short courses brokered through leading colleges, universities, and independent training providers.

These pathways provide invaluable opportunities for both individuals and businesses to thrive in an increasingly competitive landscape.

Apprenticeships offer a unique blend of hands-on experience and academic learning, enabling individuals to earn while they learn and can be completed by existing employees. They provide an excellent route for those seeking to enter new industries or advance in their current careers. Employees can complete an apprenticeship with their existing employer and learn the skills required to progress within the company.

CPD and micro-credentials are great for flexible, targeted learning options that cater to specific industry needs. These courses allow professionals to upskill or reskill without committing to lengthy academic programmes. Micro credentials are particularly valuable in today's fast-paced work environment, offering bite-sized learning that can be immediately applied in the workplace.

SEATS, ensure that the training delivered is relevant, up to date, and directly applicable to the workplace. This collaborative approach enhances the learning experience and maximises the return on investment for both employers and employees.

By investing in apprenticeships and CPD, your employer could address skill shortages, boost productivity, and foster a culture of continuous improvement. Both apprenticeships and micro-credentials provide clear pathways for career progression, enhancing employability and earning potential for employees. Short courses and CPD are designed to fit around busy schedules, making it easier for professionals to continue their education without sacrificing work or personal commitments.

SEATS bring a wealth of knowledge around the funding and support options available to an employer and their apprentices.

This not only addresses immediate skills shortages but also future proofs workforces by developing a pool of highly skilled professionals who can adapt to evolving industry needs.

Investing in apprenticeships and CPD, micro-credentials or skills training through the SEATS brokerage is a strategic move for any forward-thinking individual and organisation.

Our programmes are designed to equip apprentices with the advanced technical and vocational skills needed to thrive in today's dynamic job market.

[WWW.SEATSHUB.ORG](http://WWW.SEATSHUB.ORG)

Contact us today by visiting the [website](#) or find us on [LinkedIn](#), to discover how our solutions can meet your employers' specific needs and secure your competitive edge in the marketplace.



# SEATS

South Essex Advanced Technical Skills

# ACL Essex offers career support for all



Earlier this year, ACL Essex launched its Skills Bootcamps. These 12-week fully funded courses provide the opportunity for individuals to develop skills. Learners can also take part in a job interview with an employer once the qualification has been gained.

The current Skills Bootcamps offered by ACL are:

- **Digital Marketing**
- **Early Years**
- **Project Management within construction and the built environment**

James Humphrey, a recent learner on the Digital Marketing Skills Bootcamp, secured a job following his interview. Speaking of his experience on the Skills Bootcamp, James said: "I was able to fit the learning around my normal weekly routine. I met some lovely people, both the tutors and fellow learners."

"Although the course schedule at the time felt like a big commitment, it was over before I knew it. There was always good support from ACL suggesting jobs which I could apply for, one of which being the job I have now, working part-time as a Marketing and PR Assistant."

Find out more about ACL Skills Bootcamps at [here](#).



For those in the health and social care sector, ACL has put together their aptly named Nightingale Care Bursary. The Nightingale Care Bursary enables everyone to access health and social care courses and qualifications for FREE.

The bursary currently covers:

- **level 2 and 3 courses**
- **apprenticeships**
- **fast-track management**
- **funding support**

This support aims to give those interested in a career in health and social care the support they need to enter the sector or advance in their career.

**Full details on the bursary are available [here](#).**

ACL also holds monthly sessions providing information on the Nightingale Care Bursary, which individuals can attend by booking a slot on the [website](#).

Following the success of the Nightingale Care Bursary, ACL has recently launched its Poppins Bursary. This aims to offer development opportunities and training for those currently working or looking to enter the early years sector.

Just some of the ways the Poppins Bursary can support include:

- **online qualifications**
- **apprenticeships**
- **work-based qualifications**

**For more information on the Poppins Bursary [click here](#).**

In addition to all the above, ACL offers support on **apprenticeships** with programmes suitable not only for those leaving school or college. Whether you are looking to change careers or are already employed and hoping to acquire new skills for a promotion or job change, there's an apprenticeship for you.

For more information, visit the [ACL website](#) or email [ACL](#)



# The Apprenticeship Hub

Attention Year 11 and Year 13 school leavers in Essex looking to launch their career with an apprenticeship! You can now benefit from the support of an apprenticeship adviser thanks to the launch of the Apprenticeship Hub.

The apprenticeship route is becoming increasingly popular, and competition can be tough. The Apprenticeship Hub is designed to give young people in Essex the best possible chance of securing a high-quality apprenticeship of their choice. It will link young people to an apprenticeship adviser who can offer support every step of the way.

Alongside our work in schools, the Apprenticeship Hub works closely with employers and training providers to keep up to date on the exciting opportunities on offer to young people in Essex. This allows us to carefully match different opportunities to potential apprentices.

## Essex Opportunities

To find out more or to speak to a member of the team, email us at [apprenticeship.hub@essex.gov.uk](mailto:apprenticeship.hub@essex.gov.uk), text us on 07860 033674, or speak to us through our Apprenticeship Live Chat ([www.essexopportunities.co.uk/apprenticeship-hub](http://www.essexopportunities.co.uk/apprenticeship-hub)).

**View our latest film** to find more information about us.

The Apprenticeship Hub also provides regular updates on current opportunities and other news through the **Apprenticeship Hub Padlet**.

Once a young person registers with the Hub, they can expect to receive:

- **regular apprenticeship vacancy bulletins**
- **invitations to recruitment events**
- **online and face-to-face sessions delivered by industry experts on topics including how to design a CV, successfully competing at assessment centres, and how to stand out at interviews**

Online events take place in the evening to allow everyone to attend.

# Creative Sport & Leisure

Offers apprenticeships to people of all ages, helping businesses upskill their workforce. They train the next generation of employees to improve the Sports & Physical Activity, Teaching & Learning, and Leadership & Management sectors.

Creative Sport & Leisure works with learners in a blended approach using remote training which lets each apprentice gain work experience with their current employer while saving on travel costs. They offer programmes from Level 2 to 7 in various sectors.



**Creative Sport & Leisure**

**Are you employed and interested in an apprenticeship in any of the following sectors at your workplace?**

**Education | Sports | Business | Leisure**

**If so, please contact us at [info@creativesportandleisure.co.uk](mailto:info@creativesportandleisure.co.uk)**

## What their apprentices say:

**Beckie**

**Level 3 Teaching Assistant**



"I always felt that I had the full support of my tutor, both for my Teaching Assistant course and Functional Skills delivered to me by David & Leanne. I couldn't have asked for more. In the beginning, I had so much doubt in myself, but they made me believe I could pass the course and were always there to encourage me and build self-confidence. Thank you so much. I did it and now have a full-time role at a primary school."

**Ammar**

**Level 3 Teaching Assistant**



"My apprenticeship experience with Creative Sport & Leisure has been incredibly rewarding, offering hands-on learning and invaluable mentorship that have significantly shaped my professional skills and confidence. The supportive environment and real-world challenges provided a perfect foundation for my career. I am deeply grateful for the opportunities and growth I have experienced here. Special thanks to Dave, Leanne and Alison, they have been incredibly supportive, and I've never once felt like I couldn't go to them with any issues I faced."

If you would like to find out more, you can do so here at [www.creativesportandleisure.co.uk](http://www.creativesportandleisure.co.uk)



# Find your dream career with the National Careers Service

The National Careers Service offers free and impartial information and advice to anyone in England. Whether you need help finding a job, gaining new skills and qualifications, or accessing support after redundancy, the National Careers Service is here for you.

**Matt's story:**

**"I came to the National Careers Service because I had left the police after over 20 years. Before that, I had spent six and a half years in the army. I felt very out of the loop with current recruitment and interviewing styles. I wanted advice on where to look for jobs and how to write a CV that would be a good match for current recruitment practices.**

My adviser gave me a lot of information on how to write my CV and they helped me to understand the recruitment process. Their help made it possible for me to reach the interview stage when I was applying for roles. I'm now in a new job with the Ministry of Justice.

Even though I was able to retire in my early 50s, I still wanted to work. It was a big transformation going from working in the police and with the army to regular life.

The National Careers Service helped me to understand my transferable skills and the job market. I would definitely recommend them to people looking for a career change."

**How can the National Careers Service help me?**

All advisers are trained to support you in making decisions about your future. Whatever stage you're at in your career, the National Careers Service can help you. By understanding the steps you need to take, they will help you access new opportunities.

You can get support with:

- exploring different careers and finding one that's right for you
- updating your CV and learning how to tailor it for every role
- searching for and applying to vacancies that are suited to you
- preparing for upcoming interviews
- planning and setting realistic goals for your future
- identifying your skills and areas for progress
- completing skills assessments that match you to possible careers
- accessing local or online courses to help you develop your skills

National Careers Service

## Meet some of our Essex advisers:

It's not easy to share your employment struggles, which is why all National Careers Service advisers are qualified careers experts. These are a couple of the friendly faces you might meet:



**Name:** Stephanie Smith

**Area:** Online delivery in Essex and Hertfordshire

**Years in the industry:** Four years with the National Careers Service, and eight years as an Employability Skills Tutor before that.

**Favourite thing about being a careers adviser:** Being able to help people achieve their goals and feeling like I'm helping to make a difference to their lives.



**Name:** Clare Paine

**Area:** Face-to-face and online delivery in Essex

**Years in the industry:** 21 years!

**Favourite thing about being a careers adviser:** Being able to put people at ease so we can work together to plan out their next steps. It's so rewarding when I hear that they have moved forward with their work and learning goals.

**How do I access the National Careers Service?**

The first step is sometimes the most difficult. The National Careers Service offers routes that are accessible to everyone, no matter what your situation is.

You can find us:

**Online** – the National Career Service **website** is full of useful information and resources that can be accessed for free. It's also where you can find the webchat, where you can speak directly to advisers from a smartphone or computer.

**Over the phone** – call **0800 100 900** to speak with an adviser. Lines are open weekdays from 8am to 8pm, and from 10am to 5pm on Saturdays. If you'd like a face-to-face appointment, call us and we'll be able to tell you if one is available.

**In a workshop** – the National Careers Service offers a range of free online workshops covering topics such as career planning, CV advice, gaining new skills and more. You can find a workshop at a time that suits you and visit us using our **booking service**.

**At events** – if you prefer talking to someone in person, National Careers Service stalls can often be found at local events such as job fairs. Follow the National Careers Service East of England social media channels to stay up to date with events in your area.

X – [www.x.com/CareersEEBucks](https://www.x.com/CareersEEBucks)  
Facebook – [www.facebook.com/EENationalCareersService](https://www.facebook.com/EENationalCareersService)  
LinkedIn – [www.linkedin.com/company/careersee-bucks](https://www.linkedin.com/company/careersee-bucks)

**Via Jobcentre Plus** – if you attend a Jobcentre, you can talk to your work coach about being referred to the National Careers Service.



# Introducing Kleek Apprenticeships



Kleek Apprenticeships is the UK's favourite hair and beauty apprenticeship provider rated as 'Outstanding' by Ofsted.

We are a government-approved training provider specialising in hairdressing, beauty therapy and barbering apprenticeships. We've been offering top-class training and development to the industry since 1999, providing work-based learning to apprentices in salons around the UK.

Regarded by many as the top training provider, our successes include achieving all grade ones during inspection. We've also won multiple awards in recognition of our excellent training and standards. We're proud to have trained over 8,000 apprentices across more than 850 salons!

We offer a wide range of apprenticeships, all centred around practical work-based learning. Each apprentice is assigned a dedicated Kleek Apprenticeships Educator who will plan and oversee bespoke learning programmes. Their educator will also offer support and guidance, both online and face-to-face.

## What we do

**School leavers** - If you're in Year 10 or Year 11 and looking at options post-16, get in touch with Kleek Apprenticeships to find out more about hair and beauty apprenticeships. Discover all the benefits - how you can earn while you learn and gain an internationally recognised qualification within 18-24 months.

**Employer support** - Kleek has 25 years of experience providing training to the hair and beauty industry. Kleek Apprenticeships supports employers and learners throughout an apprenticeship.

When looking for a new apprentice to help support and develop your salon team, Kleek is the perfect partner to have! Our recruitment team stand ready to advertise your opportunity and then assess and send you the best quality applicants to choose from. You are in full control of who you employ, when you employ them, and how you find them.

## Why Kleek?

**Kleek Apprenticeships is proud to be one of the country's top training providers for hairdressing, barbering and beauty apprenticeships.**

Our 25 years of experience in education has taught us that a salon's greatest asset will always be its people. We know that becoming a successful hairdresser is about solid foundations of knowledge, skills and behaviours wrapped up in passion and creativity.

Apprenticeships include:

**Level 2 Hairdressing**

**Level 2 Barbering**

**Level 2 Beauty Therapy**

**Level 3 Advanced Hairdressing**

**Level 3 Advanced Beauty Therapy**

**Level 3 Wellbeing and Holistic Therapy**

Call our Colchester office on 01206 579949 or reach the head office on 01325 281295.

Email: [info@kleek.ac.uk](mailto:info@kleek.ac.uk) Website: [www.kleekapprenticeships.co.uk](http://www.kleekapprenticeships.co.uk)

# Colchester Institute Launches its Net Zero and Renewables Centre

Colchester Institute proudly launched its state-of-the-art Net Zero and Renewables Centre, on 10th September 2024.

This new facility will meet the rising demand from employers for high-quality technical training in low carbon technologies and green energy.

For many years, Colchester Institute has earned a strong reputation for providing commercial training. Offering programmes in mechanical and electrical services, including plumbing, gas, electrical installations, and engineering. Colchester Institute is able to offer cost-effective, competitive training for employers vital to both their business operations and in meeting challenging economic growth targets for the region.

Spanning 220 square metres, the new centre will equip commercial trainees, apprentices, and current students with essential green skills in renewable energy.

Training will cover everything from installation and commissioning to fault finding, focusing on technologies such as air source heat pumps, solar photovoltaic systems, solar thermal installation, electric vehicle charging, and battery storage.

The new centre features hybrid systems that allow different energy sources to be used at optimal times, maximising energy efficiency. Technical data can be analysed to monitor system performance and energy generation.

The training centre is not just a commercial asset but also an educational resource for Colchester Institute's employers and students.

It will support apprenticeships in low carbon emissions technologies and enhance awareness of renewable energy among full-time students in various disciplines, including engineering and the trades.

The launch of this centre positions Colchester Institute as a regional leader in renewable energy training.

The College plans to become an accredited training provider for major manufacturers, offering comprehensive training courses on new and emerging products and technologies.

Find out more about the launch of the centre [here](#)



**"Employers are increasingly recognising the importance of green skills in their workforce. Our centre will not only help businesses transition from traditional energy systems to sustainable solutions but also boost the employability of our students in a rapidly evolving job market."**

**"We are proud to collaborate with leading manufacturers Samsung and Worcester Bosch, and to work closely with Gasway Services. These partnerships have been instrumental in providing the latest technology and equipment to make our vision a reality."**

Iain Jacobs, Business Delivery Manager





# Step-by Step Guide to the UCAS Application Process for 2024

The UCAS (Universities and Colleges Admissions Service) application process is the system used to apply for undergraduate courses in the UK.

## 1. Research Courses and Universities

Before you begin your application, spend time researching the courses and universities you are interested in. Key factors to consider include:

- does the course match your academic interests and career goals?
- do you prefer a city, suburban, or rural setting?
- check the required qualifications (e.g., A-levels, BTECs, IB, etc.) and grade thresholds.
- think about accommodation, social life, and student support services.

Use resources such as the **UCAS** website, university websites, and open days to gather information.

## 2. Create a UCAS Account

To begin your application, register for an account on **UCAS Hub**.

After registering, log in to your account and begin your application.

You will be assigned a **UCAS Personal ID** that you'll use throughout the application process.

## 3. Complete your personal information by filling out the required sections in your UCAS account.

You will need to provide:

- name, address, date of birth, etc
- details of your school, college, qualifications (completed and pending)
- include details of any part-time work, internships, or work experience relevant to your course

## 4. Select your course choices

You can apply for up to five courses in the same application. Options include:

- five courses at one university
- five courses across multiple universities
- a mixture of courses and universities

You do not have to rank your choices. All universities will receive your application simultaneously and will consider you independently.

## 5. Write your Personal Statement

The personal statement is a crucial part of your application. It allows you to demonstrate your passion for your chosen course, your achievements, and why you're a good fit for the program. Here's what to focus on:

- why you want to study the course
- your skills and achievements
- career goals

### Tips for writing:

- Aim for a concise, well-structured essay (maximum of 4,000 characters or 47 lines).
- Proofread carefully to avoid grammatical errors.
- Draft and redraft your statement for clarity and impact.

## 6. Obtain a reference

You will need a reference from someone who knows you academically, such as a teacher, tutor, or academic adviser. Make sure to:

- choose someone who is familiar with your academic abilities and potential.
- give them plenty of time to write your reference
- ensure they know the courses you're applying for

UCAS will request your reference directly, so your referee will need to upload it to your application.

## 7. Submit Your Application

Before you submit your application, review everything carefully. Make sure all the sections are complete, and that there are no errors or missing information. Once you're satisfied, submit your application and pay the application fee.

**If you receive Free School Meals, you may be eligible for financial assistance.**

## 8. Track your application

Once submitted, you can track your application via **UCAS Track**. This system will notify you of any updates or decisions from universities. Decisions will be one of the following:

**\*\*Conditional Offer\*\*:** You'll be accepted if you meet specific conditions, usually exam results.

**\*\*Unconditional Offer\*\*:** You've been accepted unconditionally.

**\*\*Rejection\*\*:** Your application was unsuccessful.

## 9. Reply to offers

After receiving all your decisions, you need to choose:

- Firm Choice: Your first-choice course and university.
- Insurance Choice: Your backup option if you do not meet the requirements of your firm choice.

**You will need to reply by the date listed in UCAS Track.**

## 10. Results and Clearing

If you receive your results and do not meet the conditions of your firm or insurance choices, or if you don't receive any offers, you can enter clearing. Clearing allows you to find available courses at other universities that still have spots open.

- **Clearing** opens in July and runs until mid-September.
- If you meet and exceed the conditions of your firm offer, you may be eligible for **adjustment** to find a course with higher entry requirements.

## 11. Confirmation and Enrolment

Once you've accepted an offer and met the conditions (if applicable), your place will be confirmed. The university will contact you with details on how to enrol, accommodation, and start dates.

### Key Deadlines for 2025

#### 15th October 2024

Deadline for Medicine, Veterinary Medicine/Science, and Dentistry courses, as well as all applications to the University of Oxford and the University of Cambridge.

#### 29th January 2025

Main deadline for most undergraduate courses.

#### 30th June 2025

Applications after this date will automatically enter **clearing**.

### Final Tips



#### Start early!

Give yourself plenty of time to research and prepare your application.



#### Stay organised!

Keep track of deadlines, requirements, and documents.



#### Use support!

Seek advice from teachers, advisers, and university admissions offices if needed.

**Good luck with your UCAS application for 2025!**



# Chelmsford College takes strides in sustainability journey

Determined to lead in sustainability, Chelmsford College aims to be net zero by 2040. Making headway, the college is steadily reaching eco-friendly milestones.

## Paving the way

Chelmsford College offers newly introduced courses on renewables and retrofit. Renewable energy is crucial to addressing climate change. These courses will help individuals gain the qualifications and skills to make a difference.

The courses are designed for beginners and professionals and will cover important areas such as:

- Photovoltaic systems
- Air source heat pumps
- Electric vehicle (EV) charging

They're ideal for occupations including electricians, plumbers and heating engineers.



## Home to a renewable energy centre

Chelmsford College is equipped for the new courses thanks to its renewable energy centre which opened on 15 May 2024. Further Education Commissioner Shelagh Legrave CBE unveiled the plaque, officially launching the centre.

This sustainable new space offers:

- **New opportunities:** the centre supports the development of green skills and practical experience.
- **Advanced equipment:** learners can use state-of-the-art tools like solar panels.

Chelmsford College is thrilled to advance on its sustainability mission. Excited to welcome new learners, the college is set to drive a greener future.

Visit the [website](#) to explore the renewables and retrofit opportunities.

## Can you or your business help?

In collaboration with Essex County Council and the Careers & Enterprise Company, Chelmsford College will be hosting its very own Green Skills Fair on 4 November 2024. The event aims to inspire and develop the future workforce, driving towards a greener economy.

If you're reading this with a shared passion for green skills, you might be able to support at this event! With an open invite to national and local companies, here is how you could help at the Green Skills Fair:

- **Man a stall:** showcase your green initiatives and connect with future talent.
- **Run a workshop:** share your expertise and educate attendees on sustainable practices.
- **Host a talk:** inspire others with your knowledge.
- **Provide ongoing support:** collaborate with Chelmsford College on further sustainability goals.

To learn more, please email the [college](#) or call 01245 293031



# Employability and Skills Team

Post-16 support with your next career steps.

**Did you know that Essex County Council's Youth Service has a FREE careers service for young people aged 16 to 18 who aren't in formal education, employment, or training?**

Our support is tailored to meet your individual needs. You will have the option of face to face, telephone or Microsoft Teams appointments with your advisor.

Our experienced and friendly advisers are here to help make sure you have all the information you need for your post-16 plans. Our advisers can support you into:

- college/apprenticeships and training opportunities
- foundation learning programmes, including English and Maths
- jobs/volunteering opportunities including CV writing, job applications and interview techniques
- extension to child benefit claims
- introduction to training providers and referrals to programmes

**Don't take our word for it, hear what others have to say about our service...**

## Former careers service user

**"I have found my experience with Aaron very helpful. I am so grateful for the opportunities he has helped me to achieve, such as getting a place in Harlow College and helping me out with my CV for a future job. It was so nice to see someone that genuinely wanted to help me. I am so pleased with the outcome."**

**"I really believe that this service is so important and fundamental to supporting young people who may have had difficulties with education. As a parent, I found it frustrating until I got in touch with yourselves. I am grateful for your help and now my son has a bright future."**

## Get in touch

Visit the [Youth Service website](#) for more information about opportunities in your area.

Email [keepincontactteam@essex.gov.uk](mailto:keepincontactteam@essex.gov.uk) Call 0800 707 6384.

## Aaron Wallis – Employability and Skills Advisor

**"I have first-hand experience of knowing how important this role is for young people. When I was 16 years old, I was supported by an advisor who helped me find a training opportunity. From being a young person out of education and not knowing what route to take, I am now proud to be able to support young people."**







Essex County Council

# We want to hear from you!

**Take our quick survey** to let us know what you liked in this issue and what you'd like to see in future editions.

Or email us at

**[essex.careers.magazine@essex.gov.uk](mailto:essex.careers.magazine@essex.gov.uk)**