



## Step In Step Up Programme for Sixth Form Girls

Morgan Stanley is one of the world's leading global investment banks and hosts a two day insight programme called "Step-in Step-up" (SISU) in their London Offices for Year 12 & 13 female students twice a year. This programme provides students with an in-depth introduction into investment banking alongside a comprehensive overview of how various divisions and roles interact with one another across the firm.

Participants will gain an understanding of an investment bank's various functions and will meet a variety of inspiring employees throughout the two days who will share their career insights and experiences. The programme includes engaging case-studies, group presentations, panel sessions, interactive workshops and networking opportunities.



SISU is held in February and July each year and the next intake will take place on 20th -21st February 2019. Please apply [before the deadline of 6th Jan 2019](#) with your CV and cover letter.

<http://www.morganstanley.com/people-opportunities/students-graduates/>

## UCAS Application Information

The deadline for applying to UCAS is January 15<sup>th</sup>. Here is some advice **from The Complete University Guide** on how to complete your application.

There is no substitute for reading the UCAS guidance and then going slowly and carefully through each section, checking back against the guidance as you go.

The UCAS application may only be a few electronic screens but for some it can be a daunting prospect. For most applicants, what you (and your referee) say will be all the university uses to make a decision, so it is important to get it right.



**Address** This looks simple, and it is, but don't just fill in your current address and then forget about it. If your address

changes, make sure you tell UCAS immediately – including your email address and mobile/telephone number.

- UCAS will automatically notify your university choices of the change. If you don't keep UCAS informed of your change of address you will find letters and emails (which might be offers or a confirmation of a place) go to the wrong address.
- It is essential to keep UCAS informed of any changes to your email address. The majority of communication from universities will be by email (open day details, accommodation reminders, news, and even an offer of a place or alternative offer in Clearing).
- Make sure your email inbox can receive bulk emails and is not full, especially during results time in August. You may not use email much but Universities do!

## Examination results

It is important to ensure you get the details of the exams which you are due to be taking exactly right.

## EXAM RESULTS

- If you are taking English Language and Literature, put the full title and not just English, even if everyone in your school or college calls it English.
- This is important because any mistakes could mean that UCAS cannot match your application with your examination results straightaway in the summer. This could result in a unnecessary delay in universities making their decisions.
- Listing the full module details of a BTEC award is also important to avoid confusion over precisely what subjects you have studied.
- If you are taking the examinations of another country do not try to give a UK equivalent. Always state exactly what you are doing and let the university decide the equivalence so as to avoid any confusion.
- If the column headings on the form are inappropriate, then ignore them.

Be honest. Never be tempted to massage your results to make them look a little better.



- UCAS has some extremely sophisticated fraud-busting techniques and admissions tutors are remarkably good at spotting rogue applications.
- If you are found to be giving false or incomplete information, you will be promptly ejected from UCAS and lose any chance of a place at university that year.
- Even if you manage to slip through all the detection devices, you are likely to be asked by the university to

#### Finishing your application

In all sections of your application, make sure the grammar and punctuation are correct – check your application carefully.

- It is a good idea to show it to someone else as a final check. Don't rely on a computer – it won't spot the subtle differences between organic chemistry and orgasmic chemistry, for example.
- When you have finally finished, print out a copy and arrange for your referee (usually someone from your school or college) to add their reference and follow the instructions about ways in which you can pay the fee.

Your application can arrive at UCAS any time between 1 September and 15 January

- In some circumstances there can be a small advantage in applying early – before Christmas is advised.
- If you apply after the appropriate deadline your application will still be processed by UCAS but universities do not have to consider it. They can, if they wish, reject you on the grounds that they have received enough applications already.

#### Should I apply early?

Universities are required by UCAS rules to treat all applications received by the appropriate deadline on an equal basis.



- If you are applying for a low-demand subject you will probably get equal treatment, even if your application arrives well after the deadline.

Nonetheless this is a risky strategy which is ill-advised.

- Occasionally, a very popular university may experience a sudden increase in applications in very high-demand subjects such as medicine, English or law.
- This only becomes apparent after the university has started making offers. It will then be faced with a choice of either carrying on making offers in the same way and ending up with an intake way above target or tightening up its criteria and admitting the correct number.

present your certificates. Any sign of tampering will be investigated with the examining board.

- When the examination board advises your would-be university that the ABB on your form was really DDD, you will politely be shown the door.
- This situation is very rare, but the conclusion is that applying early never does any harm while applying later to high-demand subjects very occasionally might – the early bird catches the worm.

<https://www.thecompleteuniversityguide.co.uk/universities/applying-to-university-and-ucas-deadlines/>

#### Technology Degree Apprenticeship

You probably know Goldman Sachs as a leading financial services firm. What might surprise you is that over one quarter of their employees, more than 8,000 professionals, make up their Technology Division, the largest in the firm.

At Goldman Sachs Technology, they build solutions to some of the most complex problems. From applications development to managing data, risk analysis to safeguarding information and promoting environmental responsibility, our commitment to best-in-class technology provides Goldman Sachs with a competitive advantage.



At Goldman Sachs they deal with real-world technology challenges of a size, scale and complexity that very few companies face. Success in their industry hinges on constant innovation and on the technology that backs it up.

It's the ability to create and

utilise something that wasn't there before, and to do it first.

Their technology is their competitive edge. That is why they build it themselves and why, more than ever, they're investing in people who can make innovation happen.

They're looking for people who are ambitious and innovative, who want to be empowered early in their careers and like to work in a collaborative, team-driven environment.

As a global, multi-disciplinary technology organisation, they not only support workplace diversity and internal



mobility but are committed to leading the way. They require technical proficiency, of course, along with exceptional academic achievement. But the qualities and talents they especially prize are rarer: professionalism, initiative, creativity, and most of all integrity. They want candidates who are willing to learn and put their learning to work. They can teach you the rest.

Deadlines for applications: **17th March 2019.**

#### Level 4 Retail Management Apprenticeship



On their Management Scheme for School Leavers, you'll spend 18 to 24 months experiencing Food, Fashion, Home and Store Operations.

If you want to start a future with the original retail innovator, the M&S Retail Management Apprenticeship is for you.

Over 18 to 24 months, you'll get to experience retail during its most substantial evolution in decades. Food, Fashion, Home and Store Operations are all adapting to the new digital landscape – and you'll be in the thick of it, even managing £multi-million budgets.

You'll be learning from the ground floor upwards and by the end of your first year you'll know exactly what goes into running a department. Your Apprenticeship Coach will show you the art of leadership and people management, giving you the confidence to first line-manage Customer Assistants and then, as you progress, Section Managers. By talking to experienced

Managers, you'll also learn how the whole retail operation fits together. In fact, when it comes to mentoring and coaching, the M&S Retail Management Apprenticeship leaves no stone unturned.

At the end of the programme, you'll have a detailed understanding of our business, ready to move into the role of a Commercial Manager and take an entire department under your wing. You'll also have Level 4 Higher Apprenticeship qualification in Retail Management to your name.

#### Airbus Degree Apprenticeships

At Airbus, their people work with passion and determination to build and create amazing products – perhaps an aircraft you may already have flown on, or the satellites that help keep you connected! So they're looking for people who have a passion for learning and want to work in an industry that's always looking to the future.

The highly technical nature of the aerospace industry has created a huge demand for skilled and qualified specialists in the UK. That's why at Airbus they have carefully designed their apprenticeship programme to give you valuable practical training while you complete your college or university studies.

They want to make sure you find a programme that is right for you, so there are many entry options for you to choose from depending on your level of educational achievement, abilities and interests.



Their programmes last from three to five years and have one thing in common.

They provide a clear route for you to make

your career fly at Airbus. And they haven't told you the best part yet; you also get to represent Airbus at a wide variety of shows, careers events and schools liaison activities, so you can tell people about what you do.

- Engineering degree apprenticeship
- Business apprenticeship
- Digital & technology solutions degree apprenticeship
- Finance apprenticeship
- Craft apprenticeship
- Customer Service Engineering apprenticeship
- Technical apprenticeship (defence and space)
- Engineering apprenticeship (helicopters)

During the first year of the programme, all their UK apprentices and selected apprentices from France and Germany will spend a week on an Outward Bound course in the Lake District. They have packed the week with a lot of fun activities, so you'll have a great time orienteering, raft building and mountaineering, and you'll learn to plan and present. By the end of the course, you will get a complete understanding of their values. This will help in your future development and career.

At Airbus, they have a talented and diverse team and so intercultural awareness among employees is essential to our business. All our apprentices join our Intercultural Competencies Programme, which offers specific training and the chance to apply for a placement at one of their sites in Europe. Why not get on board and apply now! Applications close on 3rd March 2019.

<http://company.airbus.com/careers/apprentices-and-pupils/In-the-United-Kingdom.html>

*If you have any questions or queries relating to careers please contact the careers leader Kate Ward on [wardk@haileyburyturnford.com](mailto:wardk@haileyburyturnford.com)*