

15 September 2022

To Year 12 & 13 Students
Westfield Academy
Watford

Dear student

We are pleased to invite you to a very special event taking place on **20 October 2022** at **Vicarage Road Stadium, Watford**. The event will commence at 10am and will give you the opportunity to explore recruitment opportunities within the NHS and particularly those at Watford General Hospital.

The event will have clinical and non-clinical professionals that will represent a wide variety of professions across the NHS including – medicine, nursing, physiotherapists, occupational therapist, radiography, speech & language therapy, healthcare assistants, housekeepers, ward clerks, finance, communications/marketing, IT, Human Resources, estates and facilities and Laboratory services.

Students will have the opportunity to discuss the above careers with professionals on the day and learn more about the variety of roles available. In addition, the professionals available will be able to discuss and advise on qualifications and training that will support you in taking your career options forward.

The event will also provide guidance and support around recruitment with an emphasis on applications forms, interview techniques and how to put yourself in the best position in a competitive job market.

In addition, we will also provide guidance, support and opportunities for volunteering, apprenticeships, work experience and direct entry routes into employment at the NHS.

Alongside this letter we have attached a welcome pack with information you may find useful. For us to prepare for your visit, and to confirm your attendance, please scan the QR code below and complete a quick google form questionnaire by **14 October 2022**. Please also complete the attached photography consent form and bring this with you on the day.

We are looking forward to seeing you on 20 October at Watford Football Club.

Yours sincerely

Andrew McMenemy
Chief People Officer



Click here to follow us on [Facebook](#), [Twitter](#), [LinkedIn](#) and watch us on [YouTube](#)

Schedule for the day

Please arrive for 09:45 for registration so that we can start your first session promptly at 10:00. You will be supported by a guide throughout the day, please ask questions and take away as much information as you need.

Please see separate attachment of a site [map \(WFC Entrance\)](#) to assist you with direction finding the entrance for the football club. The entrance is at the side of the club on the hospital site.

09:45 – 10:00 arrival and registration

10:00 – 10:15 Welcome – Andrew McMenemy Chief People Officer

10:15 – 11:15 Group 1 – Supported by Katie McGowan
Group 2 - supported by Alex Paice

11:15 – 11:30 Break and changeover of activities

11:30 – 12:30 Group 1 supported Katie McGowan
Group 2 supported by Alex Paice

12:30 – 13:00 Lunch and networking

13:00 Close

NHS Careers

The NHS have over 300 different careers to choose from, to showcase the most popular services, colleagues from around the Trust will be available on the day to discuss what you need to step into the job you want.

- Management and Administration
- Health Care Sciences
- Pharmacy
- Radiology
- Physiotherapists
- Occupational Therapists
- Information Technology
- Nursing
- Midwifery
- Support workers
- Doctor and medical professionals
- Human Resources
- Finance
- Estates and maintenance
- Phlebotomist
- Data analytics

You can find a full list of NHS Careers within the separately attached document, [“Careers One NHS your future”](#)

Some services will provide demonstrations equipment and procedures they use within their departments to make your visit as interactive as possible. You will have access to a wealth of professionals from within West Hertfordshire Teaching Hospitals NHS Trust and have the opportunity to ask questions and discover more information about NHS careers.

Apprenticeships

NHS apprenticeships & What you need to know about NHS apprenticeships

Earn, learn, and make a difference with an NHS apprenticeship. Our apprenticeships offer routes into many of the more than 350 NHS careers through a mix of on-the-job training and classroom learning.

- You are aged 16 to 18 or 19+ and in your first year of an apprenticeship, the minimum you should receive is £4.81 an hour (the National Minimum Wage for apprentices)
- They take between one and five years to complete
- Anyone over the age of 16 can do one
- You are likely to spend four days on work placement and one day or at a training centre or college
- You will develop your skills, including English and maths
- You will gain a competence qualification (based on what you can do in the workplace) and a knowledge qualification, or a qualification combining both

Apprenticeship levels

- NHS apprenticeships are available at four levels:
 - level 2 - equivalent to GCSEs
 - level 3 - equivalent to A-levels
 - levels 4 and 5 - equivalent to a foundation degree and above
 - levels 6 and 7 - equivalent to a full bachelor's or master's degree

Entry requirements

Entry requirements will depend on the employer and the type and level of apprenticeship.

Apprenticeship Career pathways

Please see attached separate document [“Apprenticeship pathways”](#)

After completing an apprenticeship, you may be offered a permanent job.

Applying for an NHS apprenticeship

There has never been a better time to start an NHS apprenticeship but often there's a lot of competition for a place. This means your application and interview are crucial. Some things to think about:

- Show that you are committed
- Make sure you are aware of your responsibilities
- Demonstrate that you can cope with work and study

What happens after finishing an apprenticeship?

You may be offered a permanent job. Most successful apprentices stay in employment, often with the same employer. It is always a good idea to check whether you'll be offered a job at the end of your programme

You can then continue your studies through an apprenticeship at higher level or you may have the qualifications you need to go to university.

Preparing for employment

On the day, you will have opportunity to speak with experienced careers and recruitment advisors. They will provide advice and guidance to support you with preparing your first CV, completing a job application, and understanding the interview process. Take time to prepare for every stage, this is the first point a potential employer will review your suitability, so it is important you make a great first impression. Here are our top 10 tips:

- 1: **Create your CV** – Microsoft word offers free templates or use google to source one, be careful not all are free. A template will help you structure your CV in a professional and concise way that captures everything an employer needs to know about you.
- 2: **Email address** – Create an email address specifically for job or education applications. Your email address should not be gimmicky. Use your name as opposed to something comical or whacky.
- 3: **Personal summary** - A short paragraph at the top of your CV all about you, your skill set, your ambitions, career aspirations and what drives you. Most application forms have a supporting statement section. This is a great opportunity for you to shine above everyone else and tell the organisation why you are a fit for the job role
- 4: **Keep it factual and honest** – Some employers will undertake background checks which may consist of employment and education history, qualification verification, contacting referees. Being trustworthy is essential and reflects your true character.
- 5: **Covering letter** – If the application process allows, take the time to add in a covering letter or email. This should be a brief introduction about you, why you are applying for the role and what you can bring to the organisation. It does not have to be long, but it goes a long way if you make added effort.
- 6: **Contact employers for an informal chat** – Most job adverts will have an informal point of contact and welcome informal enquiries. Take this opportunity to call and find out a little more about the role. Employers will be impressed by anyone who takes time to make contact and you will stand out from those who don't.
- 7: **Research the company** – Do some background research, look at their webpage and any social media channels. You will gain invaluable information that will support your application and later your interview. This will also give you time to see if the company fits your own expectations and personal values.
- 8: **Values and culture** – Lots of organisations will have a statement outlining their company values and organisational culture. It is important that this resonates with your own values. It is also important that you demonstrate qualities that encompasses these.
- 9: **Job description and person spec** – All jobs should have one of these! If you can't see it, ask for it. This will give you the main duties of the role, the person spec will outline the essential and desirable requirements of the role. This will help you decide if this is a job for you.
- 10: **Disabilities** – if you have a disability, you can ask for confidential support with your application and attendance at interview. You may need some adjustments to the process to support you. Some organisations offer a guaranteed interview scheme and there is lots of help available through many different charities and organisations. See the useful links page for more information.

Disability Support

Here at West Hertfordshire Teaching Hospitals NHS Trust....

We offer a range of support to assist those with disabilities. Our disability champion works closely with staff across the trust and leads our Diversability connect group to share experiences. If you have a disability and would like to explore additional support with employment, below are some helpful weblinks to guide you. Our recruitment team are also on hand for an informal confidential chat.

Please see our YouTube channel and hear testimonies from our own staff who have shared their experiences working at the Trust.

<https://www.youtube.com/watch?v=qdA8SULWAyM>

<https://www.youtube.com/watch?v=TiWJEDr8ypU>

<https://www.nhsemployers.org/articles/supporting-disabled-staff-workplace>



Many organisations are recognised as a disability confident/committed employer. This is a government led scheme to ensure employers carry out actions to make a difference to those with disabilities for inclusive and accessible recruitment.

Look out for one of these symbols



West Herts is proud to be a Disability Confident Committed Employer

<https://www.gov.uk/government/collections/disability-confident-campaign>

Access to work is a scheme to help you get into work if you have a physical, mental health condition or disability. <https://www.gov.uk/access-to-work>

Guaranteed interview scheme is part of the NHS application process. If you have a disability, please select the guaranteed interview section. Should you meet the minimum requirement of the job you are applying for, you will be guaranteed an interview.

Reasonable Adjustments play an important part of the recruitment process and your employment once you start. This ranges from offering alternative methods to apply or be interviewed, to making physical changes to the workplace.

<https://www.gov.uk/reasonable-adjustments-for-disabled-workers>

<https://www.gov.uk/contact-jobcentre-plus>

Work Experience

Work experience is when you gain practical insight with an employer by learning about a particular role, organisation, or career path.

Undertaking Work experience is important for getting into any career and can help you to stand out from the crowd on applications for courses, training, and jobs.

Reasons for doing work experience include:

- Developing transferable skills, such as communication and teamworking
- Understanding how organisations work or bringing a job they have read about to life
- Building confidence in interacting with adults in a working environment
- Confirming an interest in a career or (equally useful!) deciding it is not for them
- A foot in the door - if they impress the employer, they may be asked back on a more formal arrangement such as an internship or encouraged to apply when vacancies arise.
- Providing valuable content for a UCAS personal statement, to give evidence of an interest in a particular subject/occupation

It can be useful for anyone of any age and at any stage of their career.

The Trust is developing a process to enable students aged 16-18 years old, who attend a local secondary school or live within the local area, to undertake a week's shadowing placement across one of our clinical or non-clinical services.

Due to high levels of demand, students can only be considered for one placement at the Trust.

Application Process

Please email workexperience@westherts.nhs.uk highlighting the area or job role that you wish to undertake as a work experience placement.

Please note, there will also be supporting documentation that you will be responsible for completing and collating. No placement will be considered if any part of the onboarding process is not fully completed.

Useful weblinks

West Hertfordshire Teaching Hospitals NHS Trust – Join our team	www.westhertshospitals.nhs.uk/recruitment/
NHS Careers	https://www.healthcareers.nhs.uk/
NHS apprenticeships	https://www.healthcareers.nhs.uk/career-planning/study-and-training/nhs-apprenticeships
NHS Volunteers	https://www.westhertshospitals.nhs.uk/patient-services/volunteering/
NHS Professionals	https://www.nhsprofessionals.nhs.uk/

Wellbeing and Benefits

Wellbeing is our priority, there are lots of different wellbeing activities to access from massage, yoga, celebration weeks, staff awards and recognition, confidential staff support and counselling, social events.

As an NHS member of staff, many companies both local and global offer discounts ranging from 5 – 20%, depending on the service. Here are some popular examples

- Apple
- EE and Vodafone
- Cinema
- Nando's
- New look
- Alton Towers
- And many more

The blue light card is just one of many organisations offering multiple NHS discounts.
<https://www.bluelightcard.co.uk/>

You can also receive discounted car insurance, holidays, money off at many different restaurants and leisure activities.

As standard you will receive 27 annual leave days, plus 8 days bank holiday every year, this increases after 5 years and 10 years service.

The NHS offers an excellent pension scheme, car lease schemes and bicycle schemes for you to access.

<https://www.nhsbsa.nhs.uk/nhs-pensions>