

Prospects in the City

City Summer School – July 2011

Where: Central London location EC1.

Aim:

- To introduce young people to job prospects in the City through a series of structured activities
- To develop key business knowledge and awareness
- To develop skills in interview techniques, UCAS forms and CV writing
- To gain information about which degree subjects are most attractive to employers, as well as alternative routes into work

Programme: This one week interactive programme devised for Year 10-13 students focuses on occupational areas that are traditionally very difficult to find work experience in.

During the week we aim to give young people an insight into the work different organisations do, through on site tours and speakers from a variety of companies and organisations delivering talks at our base.

Please note: This week is not a placement within an organisation.

Dates: Monday 11th – Friday 15th July 2011

Price : £250 per student plus VAT for 1 week



Taking days out

Finance

An opportunity to visit some key financial institutions, and spend time with professionals who will explain their job role as well as give an overview of the workplace. The week will include visits to several of the institutions listed below:

- Bloomberg
- Lloyds of London
- The London Metal Exchange
- The Bank of England
- Bloomberg
- Institute of Chartered Accountants
- Chartered Institute of Insurance
- JP Morgan
- Goldman Sachs

Law

A chance to find out more about the different areas of law, including discussion time with legal professionals in a variety of settings. There will also be the chance to talk to HE specialists about the best route in to this competitive profession. Visits will involve destinations including:

- Old Bailey
- Royal Courts of Justice
- Russell Jones & Walker Solicitors
- Temple Area & Barrister's Chambers
- Latham & Watkins Solicitors
- The College of Law
- Gibson Dunn and Crutcher Solicitors

Media

An opportunity for students to visit various employers and media-related companies to find out about their work, the aims of their institutions, and how to get jobs within their sector. The term 'Media' will also encompass IT, PR and Marketing. The Summer School will incorporate companies such as:

- Hogan Lovells Solicitors
- British Banking Association
- Glasgow Caledonian University in the City
- Rain Communications
- BPP Business School
- Bloomberg

Please Note: The Finance, Law and Media days are not mutually exclusive and there will be some elements of cross over.



Having Days In

A variety of skills sessions will be delivered at Central London locations to help students develop skills and learn more about themselves.

Sessions will be led by trainers or specifically topic trained consultants and split into the following areas:

About you The Diversity Thinking Game
Strength and weakness analysis

About your skills Interview skills
Writing CVs
Job match games

About your job seeking
Interview techniques
Practice interviews
Where to get information

About your higher education courses
Applying for higher education
UCAS information
Different routes into certain occupational areas

City Summer School week Information

Students: Motivated and able Years 10-13 students who have a genuine interest in the occupational areas covered.

Costs: £250 plus vat per student for one full week
This cost include lunches and refreshments each day and all materials but excludes travel to and from the first meeting point of the morning and any overnight accommodation if required.

Risk Assessments: We expect all the central risk assessments carried out by Prospects in the City to be sufficient for each individual student. This will be confirmed to you in writing before the week commences.

Prospects in the City reserve the rights to change or alter this programme, venues and speakers as required

City Summer School 11th July 2011 – 1 week City of London

Monday 11th July to Friday 15th July 2011, 9:30am to 4:30pm
£250.00 plus VAT including lunch and refreshments

This one week interactive experience in work programme is devised for students in years 10 to 13, focusing on occupational areas in which it is traditionally very difficult to find work experience.

Registration form

Name of student	Name of School:
Email:	Address of School:
Home Address:	Name of Teacher:
Phone Number:	
Name of Parent / Guardian:	Contact details of Teacher:
Contact details of Parent / Guardian:	Email:
'How did you hear about the City Summer School' section – flyer ,Internet Search, Friends, School, Agency, Other:	
Does your child suffer from any illness or disability?	Other details:

To register, please complete the form below and send with the full amount (**£300 incl VAT**).

- I have enclosed a cheque for £300.00 made payable to Prospects Services Limited. Please send to :
Siobhan Dunkley , Prospects in the City, Prospects House, 19 Elmfield Road, Bromley, Kent, BR1 1LT

Tel: 020 8315 1245 **Fax:** 020 8315 1549 **Email:** prospectsinthecity@prospects.co.uk

Terms and conditions

Cancellations made outside 28 days of the event will be charged at 50%, and may be subject to an administration charge. Cancellation within 28 days will be charged at the full amount.

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