

## **USEFUL INFORMATION FOR STUDENTS WHO ARE CONSIDERING THE POSSIBILITY OF CHANGING OR LEAVING THEIR COURSE AT LJMU**

If you are considering the possibility of changing (or leaving) your degree course at LJMU, then please make sure that you first talk to your Personal Tutor about any difficulties which you may be having with your current course of study. It is important to check with your Personal Tutor about any support which may be available to you. If you do decide to discontinue from your course you will also need to follow the university's formal procedure for leaving a course. If you have any queries about whether you will be accepted onto a different course at LJMU, then you should contact the admissions staff for the course which is of interest to you directly. You can find details of admissions staff for specific courses at LJMU by looking at the course information leaflets which are available to download from the LJMU website.

Please note that the websites and other resources listed below are only meant to provide you with a starting point. You may wish to talk about the options open to you with a Careers Adviser. You can arrange this by contacting the Employability Team at the Graduate Development Centre by telephoning 0151 231 8099 (option 1).

### **LOOKING AT OTHER OPTIONS IN HIGHER EDUCATION**

[www.ucas.com/students/coursesearch/](http://www.ucas.com/students/coursesearch/)

Use the course search facility to look up courses at other universities

[www.open.ac.uk](http://www.open.ac.uk)

Open University offer distance learning course

[www.notgoingtouni.co.uk/](http://www.notgoingtouni.co.uk/)

Provides information about sponsored degrees and foundation degrees

[www.prospects.ac.uk/options\\_with\\_your\\_subject.htm](http://www.prospects.ac.uk/options_with_your_subject.htm)

Prospects website can tell you the employment options following a particular degree course

### **FINDING OUT ABOUT EMPLOYMENT OR MODERN APPRENTICESHIPS OPTIONS**

[www.apprenticeships.org.uk/](http://www.apprenticeships.org.uk/)

Search for modern apprenticeships via this website

[www.notgoingtouni.co.uk/](http://www.notgoingtouni.co.uk/)

Search their database of apprenticeships

[www.jobseekersdirect.gov.uk](http://www.jobseekersdirect.gov.uk)

Check vacancies available via the job centre using this website

### **EXAMPLES OF EMPLOYERS WHO OFFER SPECIFIC OPPORTUNITIES FOR THOSE WITH A-LEVELS (OR EQUIVALENT)**

Please note the following companies are just examples of those who offer specific opportunities for those with A-levels. There may be many more similar schemes available with other companies. You can find out about these by looking on company websites directly or by checking the vacancies advertised by Connexions or your local job centre.

<http://www.kpmgcareers.co.uk/A-LevelTrainees/default.aspx?pg=1603>

KPMG School Leavers Programme (for accountancy)

<http://careers.deloitte.com/united-kingdom/students/>

Deloitte School Leaver Programme (for accountancy)

<http://www.jobs.rbs.com/accelerate>

Royal Bank of Scotland Accelerate Programme (for corporate banking)

<http://www-05.ibm.com/employment/uk/apprenticeship/>

IBM Apprenticeship Scheme

[http://corporate.marksandspencer.com/mscareers/opportunities/trainee\\_management\\_scheme](http://corporate.marksandspencer.com/mscareers/opportunities/trainee_management_scheme)

Marks and Spencer Management Scheme

<http://www.unilever.co.uk/careers/whyunilever/apprenticeships/>

Unilever Apprenticeship Scheme (various job roles available)

### **SELF-ASSESSMENT IN RELATION TO CAREER CHOICE**

- The 'what job would suit me' section on [www.prospects.ac.uk](http://www.prospects.ac.uk) offers a useful skills test in relation to different career areas
- Kiersey personality test at [www.kiersey.com](http://www.kiersey.com)
- Myers Briggs Personality Indicator (can be accessed via the Destinations website) <http://destinations.ljmu.ac.uk/units/unit-p028.shtml>
- The Graduate Development Centre offers a number of workshops about self-awareness and career planning. The first stage of the World of Work Skills Certificate also helps students to develop their self-awareness. Please see the WoW website at [www.ljmu.ac.uk/wow](http://www.ljmu.ac.uk/wow) for details.

### **USEFUL GENERAL ADVICE**

AgCAS Information booklet, 'Changing or Leaving a Course' is available to pick up from the Employability Team.

### **RESEARCHING CAREER OPTIONS**

<https://nextstep.direct.gov.uk/planningyourcareer/jobprofiles/>

Next Step Job Profiles

<http://www.prospects.ac.uk/industries.htm>

Prospects Industry Insights

<http://www.get.hobsons.co.uk/adviceCareer.jsp>

Hobsons Careers Advice Section

### **USEFUL ORGANISATIONS WHO CAN OFFER SUPPORT AT LJMU**

- Graduate Development Centre, telephone the Employability Team on 0151 231 8099 (option 1) or email [employability@ljmu.ac.uk](mailto:employability@ljmu.ac.uk)
- Study Support Department, telephone Andrew Fox on 0151 904 6066 or email [studyguidance@ljmu.ac.uk](mailto:studyguidance@ljmu.ac.uk)
- Student Advice and Wellbeing Team, telephone 0151 904 6055 or email [studentadvice@ljmu.ac.uk](mailto:studentadvice@ljmu.ac.uk)
- Disability Services, telephone 0151 904 6052 or email [disability@ljmu.ac.uk](mailto:disability@ljmu.ac.uk)
- Counselling Service, telephone 0151 904 6123 or email [counselling@ljmu.ac.uk](mailto:counselling@ljmu.ac.uk)
- Student Advice Centre, telephone 0151 231 4900 or email [lsuadvice@ljmu.ac.uk](mailto:lsuadvice@ljmu.ac.uk)

### **EXTERNAL ORGANISATIONS**

- Merseyside Connexions, 'The Door', Abney Buildings, 65-67 Hanover Street, Liverpool L1 3DY, telephone 0151 709 5400
- Job Centre Plus, 20 Williamson Square Liverpool L1 1PW, 0845 606 0234. To find out where your nearest Job Centre Plus is go to <http://jobcentreplusadvisor.co.uk/jobcentres>