

Knowledge Exchange Centre

# INFORMATION PACK

**INDUCTION**  
SEPTEMBER 2021



[www.nelsoncollege.ac.uk](http://www.nelsoncollege.ac.uk) | [www.kec.nelsoncollege.ac.uk](http://www.kec.nelsoncollege.ac.uk)



## WHAT IS IT?



This year, we made a significant investment in a truly cutting-edge piece of software to support all our students in their search for the perfect job once they have finished their studies – or indeed whilst they are studying so that they can gain valuable work experience.

The NCL Careers Hub has so many resources available to all our students, that it probably warrants a whole newsletter to itself, rather than a single factsheet! We will therefore, just list some of the highlights herein:

- Do you have a CV that you would like checked? No problem, upload it to site and it will be 'read' by one of the ubiquitous CV-Readers that all major recruiters now use and will then return to you a thorough review of the CV, with recommendations for ways in which you might improve it.
- Don't have a CV? The site will take care of that too; the CV360 section will take you step by step through the process, asking you to input pertinent details, which it will then format for you and produce the CV.
- Want to hone your interview skills? There is an option on the site to undertake a mock interview with an AI Interviewer, with questions based upon the contents of your CV.
- Want training or guidance in specific areas? The site is packed with training videos and activities.
- Want to win £50? Though that might get your attention! For the next four months we will be awarding the most prolific user of the site (the person that undertakes the most activities) with a £50 Amazon voucher. So that could be you. And all you have to do is make yourself even more employability-ready than you are now!
- **Everything on the site is entirely confidential, so your activities will only be reported at headline level**

## HOW DO I ACCESS IT?

Type the following into your browser search bar, and it will take you straight there:

<https://careershub.nelsoncollege.ac.uk/>

The logon details are the same as those that you use to access your College Office 365 account and the VLE



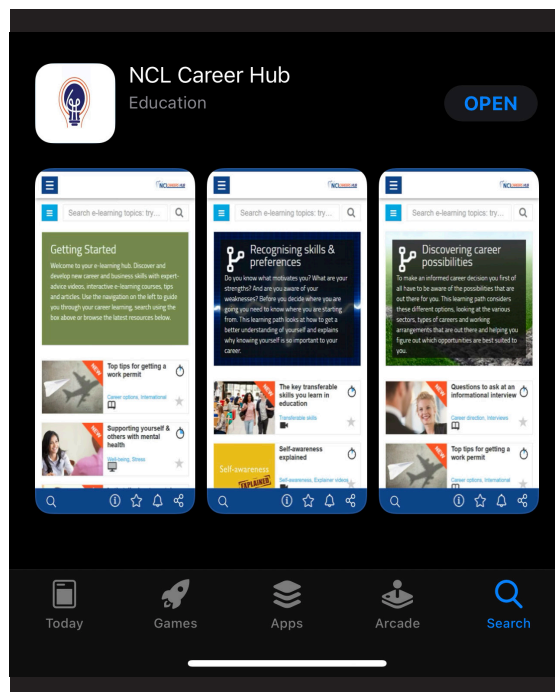
## NCL CAREERS HUB APPS

We do everything with our smartphones these days, don't we! So for us, it was crucial that our students can get to the Careers Hub on their phones, too. Of course, it can be accessed through the phone's browser; but how much better, we felt, if we have an actual app. So that is what we did, we had an app built; well, actually, two apps, one for the Apple store and one for the Android store. So, whichever device you have, you can now download the app to it and take it with you wherever you go!

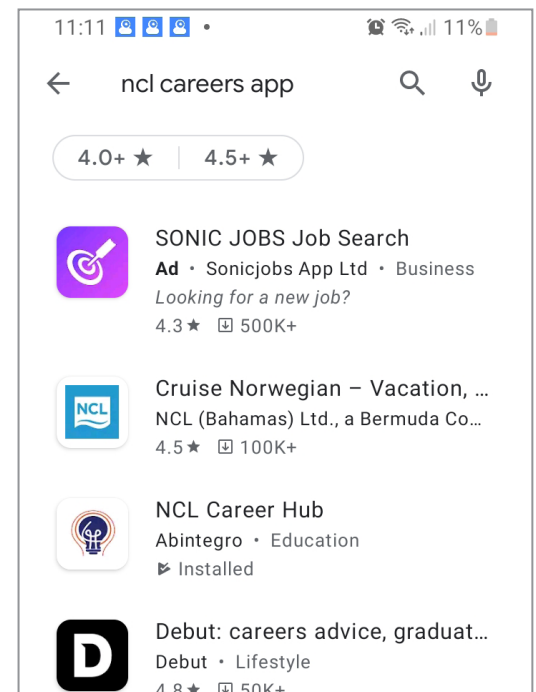
It is another perfect example of how Nelson College London really does lead the field; you will not find many colleges – or indeed universities – with apps in these app stores!

It's another illustration of the Value for Money that students get from Nelson College (regular readers will remember that that was the theme for our Learning, Teaching, Engagement & Enhancement Conference [LTEEC], in 2020.

### Apple Store



### Android Store



If you download these from your App Store before you logon to the main Careers Hub site; you will be guided through linking them together when you first logon to the main site.

Knowledge Exchange Centre

# The Team



**Bruce A J McLauchlan**

Manager: Knowledge Exchange  
Centre  
b.mcLauchlan@nelsoncollege.ac.uk

It is my privilege to lead the Knowledge Exchange Centre Team. Our remit is both singular and diverse: we are here to support all of our students through all of their studies, and indeed beyond them. You'll understand all that that involves by looking at the diverse talents of the team on these pages! Which makes every day an exciting one!

Prior to joining Nelson College London, I've been an advisor, a communicator, a buyer an operator and way back in ye olde tymes a chef!

Whilst of course I live in the real world, you'll also find me in the virtual world too – that is on video, social media and beyond. Feel free to come and chat to me about anything that you like, I'm easy to find at the Gants Hill campus!



**Kashka Rowlands**

Career Development &  
Employability Manager  
k.rowlands@nelsoncollege.ac.uk

Hello and welcome everyone!

My name is Kashka Rowlands - the Career Development and Employability Manager (quite the mouthful I know!). In short, my job is to support you on your career journeys, my ultimate goal is to get you all into the jobs of your dreams! Sound like mission impossible? Well, its definitely challenging alright, but I like a good challenge and seeing all of your joyful faces when you land that all important interview you've been waiting on, or better yet when you land that job you've been after for so long makes my job arguably one of the most satisfying ones out there. No help is too big, and no question is too insignificant! Don't be a stranger, there is always an extra chair at my desk with your name on it! Good luck to you all!

## Knowledge Exchange Centre: The Team



Muhammad Subhan

Design & Media Officer  
m.subhan@nelsoncollege.ac.uk

Hi all, my name is Muhammad Subhan and I am the Design & Media Officer at the Knowledge Exchange Centre (KEC). I am the creative and dynamic digital content expert that plans, designs and produces engaging and inspirational content for both KEC and the wider college.

Having over 20 years of experience in graphic design and publishing my expertise is used to ensure consistency of our visual identity and narrative. There are many in-house publications that we have produced, such as the 'Career Planning Journal', a tailored journal for you to use. We have also published a cookery book 'Flavours of the World' that has many recipes from our students and we have also published over 24 mini guides, which are pocket size booklets to answer any questions that you may have.



Varuni Dissanayaka

Events Officer  
v.dissanayaka@nelsoncollege.ac.uk

My role at KEC stretches out to providing several services for you fantastic students!

It's my privilege to organise many of the events that NCL puts on for our students, that means I get to chat with all sorts of interesting people and visit some lovely places.

I select skilled and interesting industry experts to host Curricular Workshops. If you are a FdA or Top Up student, you will get to interact with those presenters during your workshops. We also have great fun travelling to Venues for an exciting variety of Fieldtrips in the UK and Overseas. Currently, I am organising an exciting trip for all students to Disneyland, Paris. Do check out our social media platforms for more information.

I also get great joy from creating short, sharp videos for our students, each of these teaches you a new skill. It might be Windows tricks, how to use our Careers Hub and so much more. Check out our YouTube channels to see these for yourself.

## Knowledge Exchange Centre: The Team



Chris P Davies

KEC Project Consultant  
c.davies@nelsoncollege.ac.uk

Chris has been with the college for over 10 years as a lecturer, Employability Manager and now works as a consultant to KEC. He helps and assists to organise the many field trips undertaken by the college along with producing "cooking with Chris Davies" videos, which provides all our students with some great cooking tips and ideas and "Chris Chats with" videos of icons of industry, both male and females who have a great career background and how they achieved it. He was also instrumental in producing the NCL career hub.

Chris has been in the Hospitality industry for more years than he cares to remember, serving on the board of a number of established Hospitality companies. He has also written and published a number of textbooks including "Food Service Management" and a number of academic papers.



Mary-Jo Appaqaq

Work-Based Learning Officer  
m-j.appaqaq@nelsoncollege.ac.uk

I am Mary-Jo Appaqaq, (MJ) the Work-Based Learning Officer at Nelson College London, as part of the Knowledge Exchange Centre. I have been with the college since April of 2021 and have been working to update the processes and documents of the Work-Based Learning Placement Programme. My main responsibility is to support students in the final year of the Foundation Degrees into work placements in support of their learning.

As an extension of this, I also develop Nelson College London's Local Business Network. This includes maintain strong business relationships with local business owners, hosting networking breakfasts and occasionally circulating job vacancies for our partners. If any student is a business owner and would like to get involved with our Local Business Network, simply reach out to me, and I will be happy to conduct a student spotlight interview to publish on our social channels!

## Knowledge Exchange Centre: The Team



Azeezunnisa (Farah) Maiz

Administrative Executive  
a.maiz@nelsoncollege.ac.uk

I'm Farah, the newest member of the KEC Team, having joined in September. I'm so excited to be here, but just like you, I have much to learn! My job is to support all the lovely people that you see on this page, so that they, in turn, can support you. It's a great team to be a part of, as we have so many tasks, which are all incredibly varied, so no two days are ever the same.

I will look forward to meeting all of you over the coming year, as we all settle into life at Nelson College London!



Career Advisory Service

Personalised Career Development &  
Employability Advice  
cas@nelsoncollege.ac.uk  
CareerDevelopment@nelsoncollege.ac.uk

Here at the Career Advisory Service, we are mad and proud about all thing's careers! Our Career Advisor is always there should you have a quick burning question or require some more longer-term support with your career journey!

Looking for a job? we can help with that! Want help with your CV, let us know! Need support with building your confidence in interviews? Happy to help! Feeling a bit stuck in the mud, where your future career is concerned? We're here for you!

Be a step above the rest and join the Career Advisory Service today! Sessions commence every Friday between 11 - 4:30pm. See you there!

# Useful links

## Email

**Career Advisory Service**  
[CAS@nelsoncollege.ac.uk](mailto:CAS@nelsoncollege.ac.uk)

**Careers**  
[CareerDevelopment@nelsoncollege.ac.uk](mailto:CareerDevelopment@nelsoncollege.ac.uk)

**Events**  
[kec@nelsoncollege.ac.uk](mailto:kec@nelsoncollege.ac.uk)

**Nelson College London**  
[info@nelsoncollege.ac.uk](mailto:info@nelsoncollege.ac.uk)

## Website

**VLE**  
<https://www.nclvle.co.uk>

**KEC Website**  
<https://www.kec.nelsoncollege.ac.uk>

**NCL Careers Hub Website**  
<https://careershubs.nelsoncollege.ac.uk/>

**NCL Website**  
<https://www.nelsoncollege.ac.uk>

**Microsoft Office 365**  
[www.office.com](http://www.office.com)

**KEC Sharepoint**  
<https://nelsoncollege.sharepoint.com/sites/KECPublications/Shared Documents/Forms/AllItems.aspx>

## Social Media

**NCL Facebook**  
<https://www.facebook.com/NelsonCollegeLondon>

**KEC Instagram**  
<https://www.instagram.com/nclkec/>

**NCL Instagram**  
<https://www.instagram.com/nelsoncollegelondon/>

**KEC LinkedIn**  
<https://www.linkedin.com/company/nclkec/>

**NCL LinkedIn**  
<https://www.linkedin.com/school/nelsoncollegelondon/>

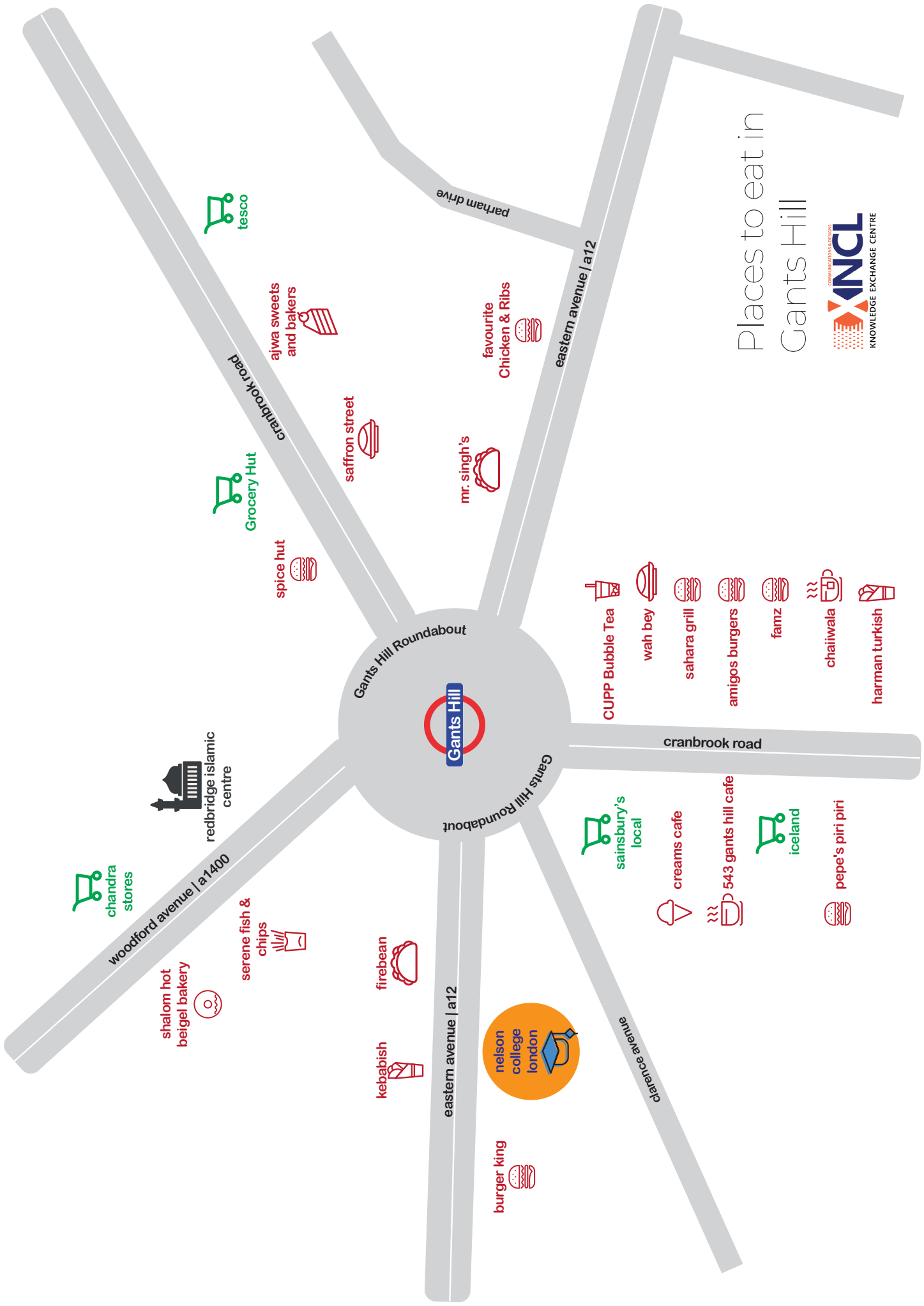
**NCL Alumni LinkedIn**  
<https://www.linkedin.com/company/nelson-college-london-alumni-association/>

**KEC Twitter**  
[@NCLKEC](https://twitter.com/nclkec)

**NCL Twitter**  
[@nelson\\_college](https://twitter.com/nelson_college)

**KEC YouTube**  
<https://www.youtube.com/c/NCLKnowledgeExchangeCentre/videos>

**NCL YouTube**  
<https://www.youtube.com/c/NelsonCollegeLondon/videos>



# Places to eat in Gants Hill



The background of the image is a dark stage with several spotlights. Two bright spotlights are visible, one on the left and one on the right, both casting wide, fan-shaped beams of light across the stage floor. The beams are a warm, golden-yellow color. The stage floor appears to be dark and reflective. The overall atmosphere is dramatic and focused.

# Student Spotlight

## Student Spotlight

# Indre Valaitiene

I was able to sit down with the lovely and talented Indre Valaitiene, owner and creative mind behind Velic Jewellery. She creates handmade pieces made from natural materials and gemstones for women, men and children. Check out her website: <https://velicjewellery.com/> to see her fabulous collection.

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By MJ Appaqaq

KEC Work-Based Learning  
Officer

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### **What inspired you to start your own company?**

I've always been very creative. I was working in a pet shop at the time and decided to make some personalised bracelets. I bought the materials and made something I was proud of and sold them on initially just on Facebook. Then I got very busy and just kept going with it. At first, it was only supposed to be a bit of extra income on top of my regular job. Eventually, it got too much to work at the pet shop and keep up with the orders, so I was lucky enough to give up my old job and be able to focus on Velic Jewellery.

### **You started Velic Jewellery 6 years ago – how has the business evolved since then?**

It all started with my materials in a little box. I would make lots of bespoke designs according to what people asked for. Now my materials take up a third of a room! About 2 years ago, my husband helped me to create my webpage, which has made a huge difference to my business.

### **Is there anything you think you could have done differently when setting up your business?**

I wouldn't say I would do it differently – it has grown with demand and evolved at each step. I'm keeping up with the volume of orders and I'm happy where I am now!

### **What do you enjoy most about running your business?**

Creating! New designs are my passion. I like to do something different and I don't like to copy. I like to make unique things that the customer will like.

### **You've just finished your first year of HND Business – what have you learnt about in-class that you now apply in your business procedures?**

At the moment what I am benefitting from the most is the accounting side and managing my income. Although, the course has helped me in every part of my model, it helped me with managing, entrepreneurship, small business management... As a small business owner, I find it really useful because the course allows you to improve and help yourself.

“  
...you have  
to adapt and  
improve yourself  
all the time. If  
you stay at the  
same level where  
you started it  
will never work.  
You know like  
the phones? The  
iPhones? There  
are always new  
ones coming out!  
Be like an iPhone!”

### **What did you find to be the most challenging aspect of studying and running a business?**

It takes a lot of time to study. I spend a lot of time reading and writing, so my days are very full. I work on my jewellery more in the evenings and night and study during the day. I think this is because I find it hard to study in the evening, and I was already used to working in the evenings with my jewellery.

### **What are your future plans for your business?**

I'd like to have my business running smoothly, with team members on board. I want to be able to train them and to teach them. I also want to improve the website, my advertising and social media management.

### **What made you choose to study at Nelson College London?**

I had two friends who studied at Nelson College London, one has already finished, and one is just finishing this year. They knew I had my own business and said I would benefit from the courses here. It also helps that the college is not too far from where I live.

### **What did you do prior to starting Velic Jewellery?**

As I mentioned, when I first started, I was working in a pet shop. Before that, I had always worked in the Retail Industry.



**What is your busiest time of year?**

Just before Christmas – usually from around October to January, for the Autumn season. Summer is quite good as well.

**What is the biggest barrier you come across that affects your business?**

Even though we are an online company, I would actually say it was Covid. In the beginning, when everyone shifted to online shopping it was really busy. But after a while, it dropped right off. It's now starting to pick back up again.

**What advice would you give to anyone thinking of starting their own business?**

I think the problem is that a lot of people who start their own business give up too easily. They get bored or they want to pursue different ideas. Never give up! With any business, there are always going to be times when you want to give up. But you have to adapt and improve yourself all the time. If you stay at the same level where you started it will never work. You know like the phones? The iPhones? There are always new ones coming out! Be like an iPhone!

**What advice would you give to anyone thinking of studying at Nelson College London?**

I think if you are going to study, you need to take it seriously. Make time for it, put the effort in and don't leave things to the last minute. Nelson College London gives lots of opportunities, make the most of them!

## Student Spotlight

# Nassir Ali Sikkander

Nassir took some time to sit down with me and digest his experience at Nelson College London. He has now opened a restaurant called Pizza Twist in Norbury, where he is putting the knowledge and skills he gained while studying to good use. Check out their website here: <https://pizzatwistonline.co.uk/>



By MJ Appaqaq

KEC Work-Based Learning Officer

### **Which courses did you do at Nelson College and why did you choose them?**

I completed the HND Business as well as the BA Top Up in Business Studies. I decided to study because I had a business back in 2007 – a convenience store, but sadly, I was forced to sell it. I really wanted to learn how to do things right, I wanted to learn more.

### **Did you get the feeling that you were on the right path for yourself? If so, what made you think that?**

Yes! I felt so good when I started studying. It has really given me so much confidence in myself. I feel that now that I am educated, I don't need to depend on anyone to do things like a business plan or balance the books.

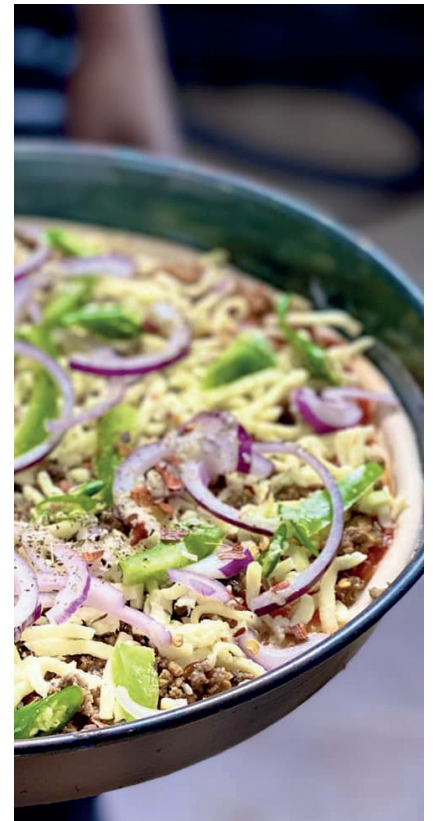


### **In which courses did you learn the most? Were there any courses where the subject matter was completely new to you?**

I learnt the most in Business Strategy, the college was so supportive. Vishu (one of the lecturers) helped a lot.

### **What did you find to be the most challenging aspect of your time at Nelson College? How did you overcome this?**

I struggled with presentations in front of the class – I get stage fright. I overcame this by training myself with the subject, over and over. I practiced and practiced and practiced! It was also very helpful to rely on my teammates for support as well.



### **A lot of people think they have to do everything by themselves – who has helped you along the way to opening Pizza Twist?**

I would have to say my wife – we've been married almost 17 years and she's helped me a lot. I always wanted to be a business man and she always supports me.

### **How long have you been wanting to open your own restaurant and why did you want to do it?**

As I said, I've always wanted to be a business man. To me, Pizza Twist is a business first, and a restaurant second.

### **How many people do you employ and how did you recruit them?**

I currently employ 5 people at Pizza Twist and I recruited them through



“I felt so good when I started studying. It has really given me so much confidence in myself”

personal connections in my network.

**What do you look for when you hire someone?**

I always look for skills, not necessarily attitude in the food business. I look at how they present the food and I learn from them. Of course, I make mistakes and I learn from them too.

**People are often stuck on what to do first when starting a business, so what was the first thing you did to get the process going?**

The first thing I did was to obtain a license to open the restaurant. I wouldn't have been able to open without

it, so that seemed like the first step to me. The second was money! I spent A LOT of money on this business!

**Would you have done anything differently, looking back?**

Not really. It was very stressful at first, though. Now I have people on board – full time employees – I am starting to relax a little!

**What do you apply in your workday that you learnt at the college?**

There are two kinds of things that I gained from Nelson College London – the first is skills. For example, team working skills and people management. The second, and really valuable one, is the network I gained. A lot of my fellow students were self-employed and had a variety of their own skills. I employed them and put their skills to work in my business.

**What's the next step for you? What's in your future?**

I want to open the next branch of Pizza Twist – somewhere out of London! Watch this space!

**What advice do you have for anyone who wants to open their own business?**

Simply put – everyone is human. You have to find your own passion. If you have the mentality of a businessperson and you're working for someone, you're going to feel like you're wasting your time.



# CAREERS ADVISORY SERVICE

WHERE AMBITION MEETS OPPORTUNITY!

LOOKING  
FOR A JOB?

NEED  
SUPPORT  
WITH AN  
UPCOMING  
INTERVIEW?

CAN'T MAKE  
YOUR MIND UP  
ABOUT WHAT  
CAREER  
PATHWAY TO  
TAKE?

DOES YOUR  
CV NEED  
SOME TLC?

Our trained Career Advisor conducts FREE career sessions every week, working around you and your studies! So, if this sounds interesting, we want to hear from you! Your success is ours too.

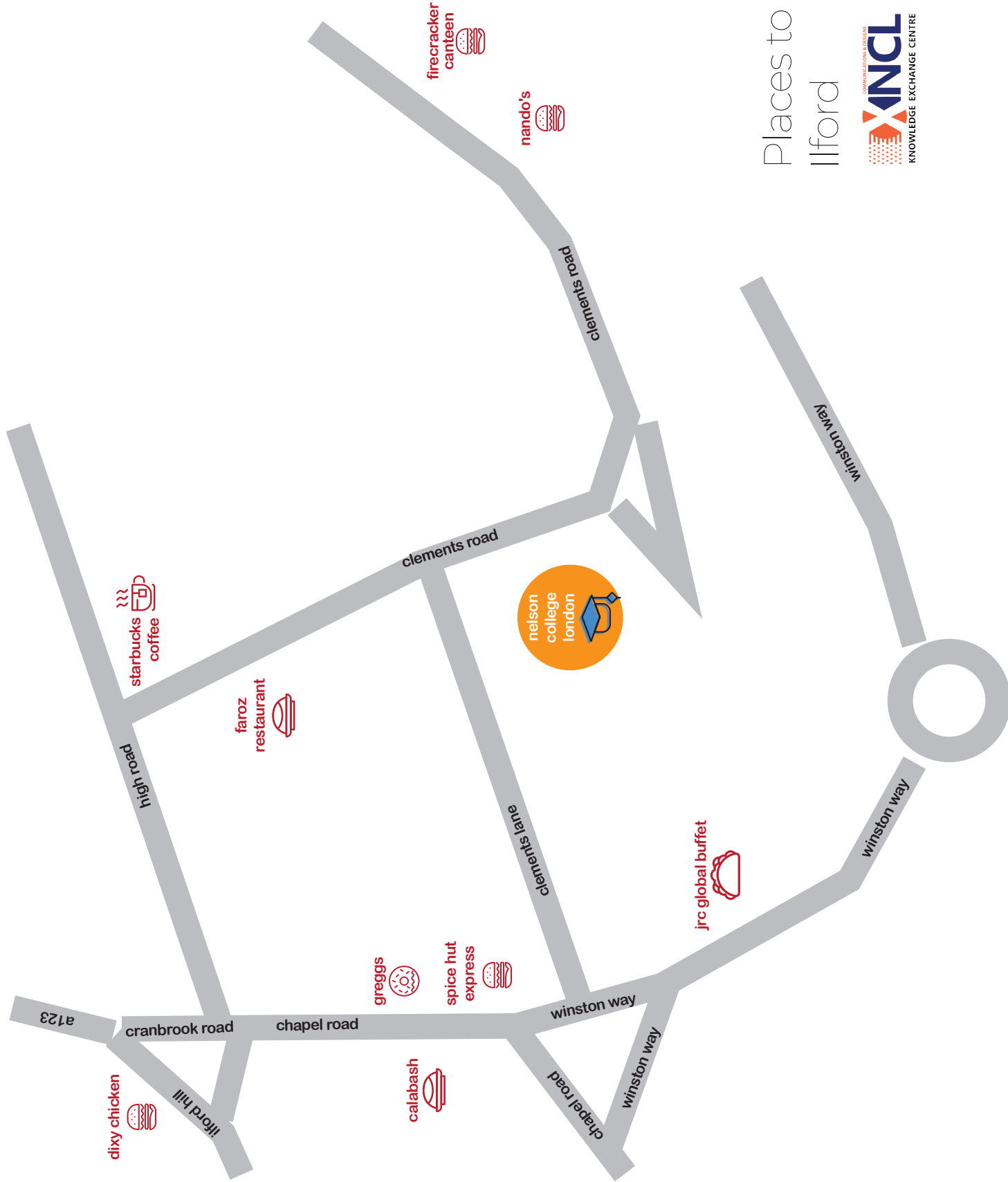


## CONTACT INFORMATION

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## FOLLOW US

linkedin.com/company/nclkec  
facebook/NelsonCollegeLondon  
instagram: @ncl:kec  
youtube/c/NCLKnowledgeExchangeCentre



# Places to eat in Ilford





NCL TRIP TO DISNEYLAND PARIS

# Business Live!

Disneyland  
PARIS

DEPARTURE:  
SUNDAY 27TH FEBRUARY 2022

**£150 STUDENT  
CONTRIBUTION  
TOWARDS THE TRIP**

Monies fully refundable  
should Governmental  
guidance or restrictions  
enforce a cancellation  
of the trip

**SECURE  
YOUR PLACE  
WITH £50  
DEPOSIT**

**3 DAYS/2 NIGHTS  
TRAVEL BY  
EXECUTIVE  
COACH AND STAY  
AT THE HOTEL  
CHEYENNE**

RETURN:  
TUESDAY 1ST MARCH 2022

**first come first serve basis**

**INCLUDED WITH THE TRIP:  
TRANSPORT, 2 NIGHTS' ACCOMMODATION,  
BREAKFAST, ENTRANCE TO DISNEY PARK,  
ENTRANCE TO THE BUSINESS LIVE CONFERENCE**

CONTACT US TODAY: [KEC@NELSONCOLLEGE.AC.UK](mailto:KEC@NELSONCOLLEGE.AC.UK)

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