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## 2022/23 Careers Programme

### 1. Pre-Enrolment/ Outreach and Events

The Careers Team, Curriculum Teams and Enquiries Team provide:

- School liaison outreach and a range of themed careers and IAG sessions to pupils, teachers, and parents
- College tours and taster days (1:1 or Group)
- College Experience Day
- General open events
- 1:1 appointment
- Mock Interviews
- Application assistance sessions
- Pre-enrolment curriculum/vocational specific admissions career aspiration activities and interviews
- IAG support at school parent evenings
- Promotion of open access to UniFrog and other on-line careers resources via the College website
- Published College prospectuses containing sector specific and wider regional LMI information.

### 2. Application & Enrolment

- Guidance interviews – All prospective students undertake an interview with a curriculum tutor/school liaison officer or student engagement manager for the course they are applying for. Appointments with qualified the Careers Advisors are also available.
- Presentations by curriculum staff to parents and prospective students on industry specific topics and sector specific information is provided.
- Apprenticeship information presentation, on occasion, enhanced with employer guest speakers and current apprentices input and experiences.

### 3. Curriculum

The curriculum is made up of the knowledge, skills and experiences which the College intends students to benefit from. Career learning is triggered by sensory inputs, information and first-hand experiences. These are the building blocks of deeper understanding.

Progress Coaches and the Careers Advisors are responsible for introducing students to the range of careers support available to them within the College, providing appropriate impartial career development support activities.

The Careers Advisors work will closely with the curriculum tutors to fully support the delivery of careers as part of the curriculum, providing relevant resources, and offering additional sector specific materials and providing workshops as required.

A central area on the staff intranet provides curriculum tutors with access to resources. This area is populated with useful information such as UCAS event dates, access to personal statement workshops etc.

Careers activities and employability skills are embedded into schemes of learning and delivered by curriculum tutors.

#### **4. Work Experience & Employer Input**

All study programme students have work related encounters in the form of either Work Experience, Industry Placements, or experience of work via realistic working environments or 'live' employer briefs.

Students receive support to find suitable industry work placements or relevant work experience to enhance and develop the skills they need to enter the workplace and secure and sustain meaningful employment.

Curriculum programmes include employer led related activities, including for example, visits, tours, guest speakers, mock interviews and contact with employers.

#### **5. Events & Activities**

The Careers Advisors and the Events Team lead on the delivery of a range of events, workshops and information sharing sessions to support students in understanding their options. This supports them to take control and make fully informed decisions that are appropriate to their career aspirations. These activities are delivered at pre, mid and post enrolment stages of the student journey, and include for example:

- General information events
- Tours and taster days
- Welcome days
- Careers aspiration and planning sessions (UniFrog)
- Curriculum Initial review
- Progression planning, 1:1 session
- Career focused skills and information events with external partners and employers
- Higher Education information events
- Student finance workshops
- CV workshops

- Careers and employment fairs
- Educational visits
- University visits
- Personal statement sessions
- Progress Point reviews – 3 per year to track and monitor progress of students and to identify any changes in the individuals career aspiration.

## **6. Apprenticeship Vacancies**

The Careers Advisors work closely with the Business Development Unit and curriculum schools to actively advertise apprenticeship vacancies or other employment opportunities, offering a recruitment service that includes, if required, shortlisting, pre-screening, assessment centres or initial interviews.

Vacancies are advertised via internal weekly communications.

The Careers Team provide help for students needing support with CV writing, and interview tips and advice.

## **7. At Risk Students**

The Student Behaviour and Disciplinary Procedure clearly and comprehensively sets out the procedures for monitoring and mitigating the risk of students dropping out and becoming NEET (Not in Employment, Education or Training).

Data on leavers is shared with local agencies to support the wider local authorities' strategies regarding the NEET agenda. The College is represented on the Local Authority NEET engagement taskforce groups.

## **8. Next Steps and Planning for Progression**

All students will receive 1:1 support in planning their next steps after they have completed their current qualification. Progression activity and intended destinations are monitored by the Director of Marketing Recruitment and Customer Services, and outcomes and planned progression data is reported to the SLT (Senior Leadership Team) from after the Spring half term.