

# CAREER PROGRAMME - SEPTEMBER 2023–JUNE 2024

|               |  | Foundation Level | Fresh Start / Pre 16 | Level 1  | Level 2 | Level 3 (Yr 1) | Level 3 (Yr 2) |
|---------------|--|------------------|----------------------|----------|---------|----------------|----------------|
| Term 1        | <b>Induction to the Careers Service</b><br>Students will know what support is offered by the careers team, opening times and how they are available throughout their time at college. Students either receive a presentation by the team or watch the 'Careers Induction Video' during their Induction.  | X                | X                    | X        | X       | X              | X              |
|               | <b>Work Experience Induction</b>   |                  |                      |          | X       | X              | X              |
|               | <b>Exploring careers</b> (including the routes into these careers)   | X                | X                    | X        | X       | X              | X              |
| Term 2        | <b>What Next?</b> What you can do after completing your Level 2 course?  | X                | X                    | X        | X       |                |                |
|               | <b>Aim Higher</b> - What is higher education, what can I gain from it?   |                  |                      | X        | X       |                |                |
| Term 3        | <b>Apprenticeships</b><br><ul style="list-style-type: none"> <li>Students will have the opportunity to attend the college annual apprenticeship event, which is a local event, where they can speak directly with employers and build up future contacts</li> <li>Students will receive a session on apprenticeships, explaining how they work including the different levels, where to find apprenticeships vacancies and how register, create alerts, search, and apply for vacancies using the official apprenticeship website</li> <li>Opportunity to attend the World Skills Show and other skills shows</li> </ul> |                  | X                    | X        | X       | X              | X              |
| Term 2 & 3    | <b>Support with Going to University</b><br>Support from the careers team and university representatives in delivering session on: <ul style="list-style-type: none"> <li>Why HE?</li> <li>Finding the right degree, how to apply, how to write a personal statement and HE funds available to study</li> <li>Drop-in session available to student for support with applying for university offered by the Universities at the college and the careers team</li> <li>Trip to UCAS Events and University</li> </ul>  |                  |                      |          |         | X              |                |
| Term 1, 2 & 3 | <b>Employer Engagement</b><br>Students will have access to relevant employers and organisations related to their course. They will have the opportunity to find out more about the various careers and get to ask questions about the industries, routes into the profession and job opportunities. Activities could include visiting companies, guest speakers, master classes and industry lead projects. Also visits to The Skills Show. Students will have the opportunity to visit any relevant job fairs.  | X                | X                    | X        | X       | X              | X              |
| Term 1 & 3    | <b>Employability Skills</b><br>CV and Cover letters   Completing an application form   Where to find job including using Social media to find work   Interview skills   What are transferable skills and an assessment of skills and how to develop your skills  | X                | X                    | X        | X       | X              | X              |
| All Year      | <b>Work Experience or Industrial Placement</b>   | optional         | optional             | optional | X       | X              | X              |
|               | <b>1:1 Career Guidance Appointment</b><br>Students can book a one-to-one appointment to explore their careers idea. To gain support on what kind of jobs may suit them and the routes into those jobs, support with job-hunting skills and going to university or apply for apprenticeships. All students will have a career action plan. All students with educational health care plan will receive a career interview at key transition points.   | X                | X                    | X        | X       | X              | X              |