Careers Programme 2023-24

		Careers Programme	Personal Development Programme Topic	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
•	1	А	vii		х								,		

			Personal												
		Careers	Development												
	Gatsby	Programme	Programme												
Employability	Benchmark	Aims	Topic	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
CV Sessions	3,4	В,С	ii							Х	Х	х	х		
CV checking	3,4,8	В,С	ii		х	х	Х			х	х	х	Х	х	
Employability skills (various topics)	2,3,4	C,E	ii, iii, vi							х	Х				
Interview Skills	2,3,5	C,E	iii, vii						х	х	х				
Mock Interviews/ BodySwaps	2,3,5	C,E	iii,vii							х	Х	х			
Looking for Employment and Apprenticeships Interactive Presentation	2,3,4	D,E	vi	х	x	х	x	х	х	х	х	х	x	х	Х
CVs Interactive Presentation	2,3	В,С	ii	Х	Х	Х	X	Х	Х	Х	Х	Х	X	Х	X
Online Courses/ Resources	2,3,4	B,C,D,E,J,L	ii, iii, vi, vii	X	Х	Х	X	Х	Х	Х	Х	Х	X	X	X

		Careers	Personal Development Programme												
Exploring Career and Labour Market Information (LMI)	Benchmark	Aims	Topic	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun .	ul
Introduction to Careers Package (KUDOS, JED, Unifrog)	2,3,4	B,E	V		Х	х									
Using Careers Information and LMI Resources	2,3,4	B,E,L	V			Х	Х								

			Personal												
		Careers	Development												
	Gatsby	Programme	Programme												
Careers Information, Advice and Guidance	Benchmark	Aims	Topic	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Personal Careers Guidance Appointments/ Drop in	3,8	B,D,K	vii		Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
Introduction to Careers Team	3,8	А	vii												
email/ telephone support	3,8	J	vii	Х	X	X	Х	Х	Х	Х	Х	Х	Х	Х	Х
EHCP Reviews	3,8	J,K	vii			Х	Х	X	х	Х	Х	Х	Х	Х	
Progression Interviews	3,8	B,D,K,J	vii									Х	Х	Х	

			Personal												
		Careers	Development												
	Gatsby	Programme	Programme												
Preparing for Life at University	Benchmark	Aims	Topic	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
UCAS Introduction	3,8	B,D,I	iv, vii		Х	х								х	
UCAS Hub Registration sessions	3,8	B,D,I	iv, vii		Х	Х								Х	
Using the UCAS Hub / Researching Courses	3,8	B,D,I	iv, vii		Х	Х								Х	
UCAS Application Process	3,8	B,D,I	iv, vii		Х	Х								Х	
Personal Statement Writing	3,7	B,I	iv, vii		Х	Х									
UCAS Application Checking	3,7,8	I,J,K	iv, vii		Х	Х	Х	Х	Х						
Student Finance Presentations	3,7	H,I,J	iv, vii							Х	Х				
HE Fair	3,7	D,H,I	iv, vii			Х									
UCAS Clearing Advice: drop in & appointments	3,8	D,I,J,K	iv, vii	Х	Х										
Other encounters with HE providers	3,7	Н	iv, vii			Х	Х	Х	Х	Х	Х	Х	Х	Х	
Online Activities/ Resources	3,7	H,I,L	iv, vii	X	Х	Х	Х	Х	Х	Х	X	Х	Х	Х	Х
UCAS Interactive presentation	3,8	I,L	iv, vii	Х	х	Х	Х	Х	Х	Х	Х	Х	X	X	X

Work Experience		Careers Programme	Personal Development Programme Topic	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Work experience introduction	5,6	F	vi		Х	х	Х	х	х						
Work experience within curriculum areas	5,6	F	vi			Х	Х	Х	х	Х	Х	Х	Х	Х	
Virtual work experience	5,6	F,G	vi		X	Х	Х	Х	Х	Х	Х	Х	Х	X	

			Personal												
		Careers	Development												
	Gatsby	Programme	Programme												
Encounters with Employers	Benchmark	Aims	Topic	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Employer talks, visits, etc. within curriculum areas	2,4,5,6	D,E,G	vi		Х	х	Х	Х	Х	х	Х	Х	Х	Х	
Careers Fair	2,4,5,6	E,G	vi								Х				
Online courses/ resources	5	C,G	vi							Х					

			Personal												
		Careers	Development												
	Gatsby	Programme	Programme												
Progression Planning	Benchmark	Aims	Topic	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Introduction to Careers Team/ Careers Resources	1	A	vii		х	х									
Using Careers packages and Resources to Support Planning	2,3,4	A,B,D,E,I,L	vii			Х	Х	Х				х	х	Х	
Alternatives to HE Presentations	3,7	D,E	vii			Х	х								
Progression Interviews	3,8	B,D,K,J	vii									х	х	Х	
Looking for Employment and Apprenticeships (interactive presentation)	2,3,4	D,E	vii												
Progression Options (interactive presentation)	2,3,4	D,E	vii	Х	Х	Х	Х	Х	Х	Х	Х	X	X	X	Х
Online Courses	2.3.4	D.E.L	vii												

			Personal												
		Careers	Development												
	Gatsby	Programme	Programme												
Events/ Activities	Benchmark	Aims	Topic	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Careers advice during enrolment	3,7,8	D,K	vii	Х	Х										
Open days/ Evenings	3,7,8	D,K	vii			Х	Х		х		х			Х	
Careers Fair	2,3,5	D,G	vii								Х				
Progression Week	2,3	B,D,J	vii										Х		
Schools-based Careers Activities (delivered by School Liaison Team)	3,7	D	vii		Х	Х	Х	Х	Х	Х	Х	Х	Х	Х	Х
Schools' Taster Events delivered at College	3,7	D	vii			Х		Х	Х					Х	

Careers activities delivered within college

Online/ Interactive presentations

Online courses/ self-directed learning

Careers Programme Aims

- A. Students at all levels should be made aware of the careers information, advice and guidance support available to them during their studies
- B. Students are encouraged to reflect on their strengths and development needs and relate these to their course and future careers plans
- C. Students are supported to gain relevant "job seeking/ employability" skills
- D. Students are made aware of all relevant progression routes beyond their current course and supported to access these
- E. Students are able to research and use career and Labour Market Information (LMI) and understand different types of career pathway
- F. Students have the opportunity to learn from relevant work experience
- G. Students have opportunities to learn from employers in addition to work experience
- H. Level 3 students have opportunities for encounters with HE providers
- I. Level 3 students are informed about all aspects of researching and applying to HE
- J. Students' individual needs in relation to careers and progression within and beyond college are identified and met (including students with SEND, personal, financial and other support needs)
- $K.\ Students\ have\ access\ to\ personal\ guidance\ from\ appropriately\ qualified \textbf{*}\ careers\ professionals$
- L. Students are made aware of resources and opportunities for further learning

Personal Development Programme Topics

- i. Career Smart: Money Matters
- ii. Career Smart: Employability CV and Application Writing
- iii. Career Smart: Employability Interview skills
- iv. Career Smart: Preparing for Life at University
- v. Career Smart: Exploring Career & LMI
- vi. Career Smart: Employer Encounters and Work Experience
- vii. Career Smart: Progression Planning

Gatsby Benchmarks

- **GBM1** Stable Careers Programme
- GBM2 Learning from career and labour market information
- GBM3 Addressing the needs of each pupil
- GBM4 Linking curriculum learning to careers
- GBM5 Encounters with employers and employees
- GBM6 Experiences of workplaces
- GBM7 Encounters with further and higher education
- GBM8 Personal guidance