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| **Careers Programme Supporting Document** | | | |
| **Activity** | **Month Completed In** | **Gatsby Benchmarks** | **Reasoning** |
| **Transition days.**  *Identify choices, progression, and support to prospective students* | June | 1,3,8 | The careers team are available during transition days for new students to have discussions regarding their course, next steps, and progression routes. |
| **Careers advice and guidance at Enrolment**  *Discover what support is available within the careers service* | August, September, October | 1,3,8 | The careers team are available throughout enrolment for new students to have discussions regarding any concerns they may have relating to careers. |
| **Introduction to Careers Service**  *Discover what support is available within the careers service and how to access it.* | August, September, October | 1,2,3,4 | Throughout induction week the careers team deliver an introduction to all groups to ensure they know of the services, location, and the staff members within the careers team. |
| **Drop in advice & guidance sessions.**  *Discover the options available to you in impartial sessions* | September – June | 1,2,3,8 | Students are welcome to quickly visit to the careers hub at any time to ask for advice and guidance. If an adviser feels they need an appointment, support will be given, and a specific appointment will be arranged with the student to allow more time and detailed approach. |
| **HE Drop in advice & guidance sessions.**  *Discover the options available to you in impartial sessions* | September – June | 1,2,3,8 | Students are welcome to quickly visit to the careers hub at any time to ask for advice and guidance. If an adviser feels they need an appointment, support will be given, and a specific appointment will be arranged with the student to allow more time and detailed approach. |
| **Cross college Pop Up events**  *Pop up sessions relating to general enquiries, apprenticeships, HE, and employment.* | September – June | 1,2,3,4,5,7 | The careers team arrange pop up events throughout each campus at Moulton College, these include Pitsford and the Farm at Gate 4. Holcot at Gate 3 and our Higham campus. These offer students the possibility to make enquires with a member of the careers team and book an appointment. |
| **Virtual Reality Bodyswaps Workshop**  *Developing skills ready for the working world and improving interview techniques* | October – June | 3,4,8 | Throughout the year students have the chance to experience of our virtual reality workshops. These can be completed in a group session, or students have the option to complete on a 1:1 basis to work on their interview skills. |
| **Talk don’t walk.**  *Building confidence and your personal networks to support careers opportunities* | September, October | 1,3,4,8 | Students have a 48-day period where, if their current course isn’t them, the careers team can support on finding the correct course for that student. |
| **Career Guidance Interviews**  *Be able to Identify clear progression routes and future next steps for your career* | August – June | 1,2,3,8 | Throughout the year students can access career guidance interviews with a Level 4 or Level 6 trained adviser. This is offered throughout the year to allow students discuss progression routes onto different courses, university as well as alternative options for their way of learning, for example apprenticeships. |
| **Introduction to UCAS tutorial**  *Be able to make informed decisions about progression routes* | September, October, April | 1,3,4,7 | Through delivered tutorial sessions, students on Level 3 study programmes will receive an introduction to UCAS. Students who are in their second year of their study programme will receive their session in the first half term of their second year. Whereas students who are in their first year of their study programme will receive an introduction in Term 3 when they are thinking about progression and next steps. |
| **UCAS advice & guidance 1-1 sessions**  *Be able to make informed decisions about progression routes* | September -January,  April – June | 1,3,4,7 | During the UCAS application process, our Level 4 and 6 trained advisers offer 1-1 advice and guidance for UCAS. |
| **UCAS Registration and application session**  *Be able to make informed decisions about progression routes* | September -January,  May-July | 1,3,4,7 | During the UCAS application process, our Level 4 and 6 trained advisers offer support sessions regarding registering and creating an application for UCAS to whole classes, small groups or on a one-to-one basis. |
| **Personal Statement Review sessions and 121s**  *Be able to make informed decisions about progression routes* | August-January | 3,7 | During the UCAS application process, our Level 4 and 6 trained advisers offer support sessions focusing on personal statements. These are offered in group sessions or a one-to-one basis. |
| **HE Student Finance support**  *Be able to make informed decisions about progression routes* | March-May | 8 | During the student finance application process, students can access support from our advisers, this can be through drop-in sessions or a booked appointment. |
| **UCAS Deadline Support**  *Be able to make informed decisions about progression routes* | October, January | 8 | During the UCAS deadline period students can access support from our advisers with completing their application prior to the deadline, this can be through drop-in sessions or a booked appointment. |
| **Employability Workshops**  *Preparation for work and future next steps including mock interviews, CV support and interview preparation* | October-June | 2,4,5,6 | Throughout the year there will opportunities for students to engage in small workshops relating to employability. This is to ensure that students are prepared for their next steps. |
| **Apprenticeship tutorial**  *Awareness of what support is available and understand key information relating to apprenticeships.* | February | 2,3,5 | During National Apprenticeship week, the careers team and the apprenticeship team will be offering talks during tutorials relating to apprenticeships. |
| **Apprenticeship drop-in**  *Awareness of what support is available and understand key information relating to apprenticeships.* | February | 2,3,5 | During National Apprenticeship week, the careers team and the apprenticeship team will be raising awareness of apprenticeships across college campuses. |
| **Intended Destinations**  *Be able to make better informed choices based on LMI and future new career paths* | September-June | 3,4 | Completed throughout the year with the course manager, the careers team ensure that students are aware of their intended destination, what steps are needed to get there, if this is not the case, the careers team offer a careers appointment to look at the students options. |
| **Volunteering advice and guidance**  *Be able to understand alternative options available to you* | September-June | 2,3,5,6 | Throughout the year through guidance interviews, our Level 4 & 6 trained advisers discuss the benefits of volunteering during appointments. |
| **Job search sessions**  *Developing employability skills in preparation of the working world* | September-June | 2,5,6 | Throughout the year through guidance interviews, our Level 4 & 6 trained advisers discuss job searches and promote student independency on where and how to job search effectively. |
| **Work Experience / Industry Placement sessions.**  *Encounters with employers and expert IAG from industry professionals* | September-June | 2,4,5,6 | Throughout the year the work experience team promote work experience and industry placements through sessions during tutorials. |
| **Employer talks**  *Encounters with industry professionals to understand area in more detail and future opportunities* | September-June | 2,4,5,6 | Across the academic year students are **exposed** to encounters with employers linked with their industry specifically. This can be through sessions within their course and engagements during National Careers Week. |
| **Part time jobs advertised.**  *Developing LMI understanding in preparation of the working world* | September – June | 2,5,6 | Displayed on our ‘Job Shop Board’ students can access current jobs that are available throughout the year. The Careers Team regularly update this. |
| **Careers in the Curriculum**  *Develop aspirational goals, knowledge of progression routes and career management skills* | August-July | 2,4,5 | Throughout students study programme they will have opportunities to discuss and research careers within the curriculum which link to their industry. |
| **121 support with Personal Development Tutors**  *Be able to make better informed choices based on LMI and future new career paths* | September-June | 2,4 | The careers team works closely with the Personal Development Tutors throughout the year to ensure students have information relating to careers, can access the careers service through their PDT and through the PDT curriculum be opened to future possibilities relating to careers. |
| **121 support with Academic Course Manager**  Be able to make better informed choices based on LMI and future new career paths | September-June | 2,4 | The careers team works closely with the course managers throughout the year to ensure students have information relating to careers and can access the careers service. |
| **SEND progression interviews with Level 6 Careers Lead**  *Be able to Identify clear progression routes and future next steps for your career* | August – July | 1,2,3,8 | Throughout the academic year, the careers teamwork with our Foundation Learning tutors to ensure that all students have attended a careers appointment to identify their progression route. |
| **FL employability sessions**  *Be able to Identify clear progression routes and future next steps for your career* | September – June | 1,2,3,8 | Throughout the academic year, the careers teamwork with our Foundation Learning tutors to arrange student focused group sessions on employability. |
| **Events** | | | |
| **Activity** | **Month Completed In** | **Gatsby Benchmarks** | **Reasoning** |
| **Cross college open events FE**  *Understanding the different choices available to you* | October, November, January, March, June | 1,3,4 | A member of the careers team will be accessible at all FE open days. This will give potential new students, parents, or carers the opportunity to discuss future careers support, next steps, and progression routes. |
| **Cross college open events HE**  *Understanding progression choices available to you* | November, April | 1,3,4 | A member of the careers team will be accessible at all HE open days. This will give potential new students, parents, or carers the opportunity to discuss next steps and progression routes |
| **HE Information Evening**  *Understanding choices available to you* | November | 3,7 | An opportunity for students and parents to receive information and advice regarding HE provisions, often offered to students who have started their second year of their study programme and are thinking about next steps and progression. |
| **UoN Trip**  *Encounters with Higher Education provider. To be able to make informed decisions about progression routes* | November | 3,7,8 | This is offered to all schools within the college, it offers our students the chance to experience what University life may be like and how classes are structured. |
| **HE Discovery Event**  *Developing knowledge of Higher Education curriculum area and opportunity to meet with staff* | November | 7 | An opportunity for potential new higher education students to experience their higher education curriculum, meet their course tutors as well as familiarise themselves with their surroundings. |
| **Student finance presentation**  *Encounters with Higher Education Providers. To make informed decisions about progression routes* | February, March | 3,7 | The presentation is offered during the student finance period to assist students and/or parents/carers the opportunity to discuss and ask questions on the application process. |
| **National Apprenticeship Week**  *Encounters with employers to provide knowledge on apprenticeships on offer, entry criteria and how to apply* | February | 1,2,3,4,5,6,7 | To raise awareness of apprenticeships and the opportunities they can offer, including the different levels of apprenticeships. |
| **The Big Assembly**  *Develop understanding of apprenticeships from a range of different perspectives* | February | 2 | To highlight to students how an apprenticeship could impact their life and aid development within a company. |
| **National Careers Week**  *Developing knowledge of Labour Market Information and local employment opportunities* | March | 2,3,4,5,6,7 | Gives students the information on relevant industry Labour Market Information, as well as establish links with potential employers. |
| **Discover Your Future Fair**  *Develop knowledge of Labour Market Information, local employment opportunities and possible next step opportunities.* | March | 2,3,4,5,6,7 | Organised by the Careers Team, within NCW, the Discover Your Future fair supports students to engage in meaningful encounters with employers and future progression routes relevant to their industry. |
| **National Work Experience Week**  *Raising awareness of the importance of work experience for your career development* | January | 2,4,6 | Celebrated during National Work Experience Week, this offers students the possibility to discuss work experience and the benefits work experience can bring. This also gives students the chance to talk with our work experience team. |
| **Green Careers Week**  *Raising aspiration, supports diversity, challenges stereotypes, and promotes real opportunities for young people* | November | 2 | Raising awareness during Green Careers Week, the careers team organise a range of different activities and online webinars for students to access throughout the week. |
| **Global Entrepreneurship week**  *Be able to celebrate and empower entrepreneurs in every country and community around the world* | November | 2,5 | Celebrated during GEW, through promotion and raising awareness. Student will engage in activities related to the campaign to celebrate and empower entrepreneurs in every country and community around the world throughout the week and across all campuses. |
| **National Volunteers Week**  *Raising awareness of the importance of volunteer work for your career development* | June | 2,3,8 | Celebrated in June, National Volunteers Week helps raise awareness and thanks our volunteers all over the country. A range of social media posts, activities, and discussions on the benefits of volunteering are revealed to students throughout the week. |