

## Careers IAG 2018-19

### Pre-enrolment:

- **IAG from School Liaison Team** - The School Liaison Team works closely with all local schools to provide information and advice to students in years 8-11. They regularly attend parents evening, assemblies and careers days
- **Open Days** - Gives students the ability to speak directly with curriculum staff and current students
- **One to one interview focussed on IAG** - At interview students will gain information and advice about course suitability and career progression
- **Taster Days** - Students will have the opportunity to trial subjects prior to enrolment

### Careers & Curriculum

- **Guidance Interviews** - Our fully qualified careers advisers are available for guidance interviews throughout the year. There is no limit on the number of interviews each student can access
- **Careers Resources** - A range of online resources stored on the college VLE and physical resources such as books and prospectuses in our careers library
- **Mock Interviews** - Mock interviews, conducted by a qualified careers adviser, are available to all students at any time. This could be for a part time job, university place or apprenticeship
- **Curriculum trips and visits** - Trips and visits to universities, work places, employers and cultural or scientific facilities are an important part of all courses. Students will have many opportunities to enrich their curriculum learning and to learn from employers and industry about employability skills and the world of work
- **Encounters with employers** - these will take place within curriculum schemes of work
- **Employability skills** – these are embedded into all schemes of work across all curriculum areas. All curriculum areas provide students with access to relevant HE intuitions and employers to motivate and inspire students
- **Enrichment Courses** - Our courses aim to teach students a new skill or lead towards a certificate or qualification. All courses are open to anyone, even complete beginners
- **Opportunity updates** - Regular updates about external opportunities at local universities, employers and industry/sector organisations

## L6 Students

- **Personal Achievement Tutor** - Assigned to a Personal Achievement Tutor who will track academic progress and assist with information and advice on careers related matters and progression opportunities – 1 interview per term

- **Tutorial Programme**

Tutorial topics include: -

- Introduction to careers (careers team)
  - Introduction to work experience
  - CV creation
  - Researching Universities
  - Spartan Test – SACU
  - Apprenticeships (external speakers)
  - Personal Statement Workshop
  - Student Life and Finance (external speakers)
- **Shaping Futures**  
A representative from the Shaping Futures project will be on site 2 days per week to promote university to students
  - **Job Club** - A weekly session where students can drop in and get information and advice about applying for jobs, writing a good CV and covering letter
  - **Vocational Work Placements** - Work related experience is a core element of vocational study programmes. Students are given experiences that are highly related to their curriculum and their career ideas for the future
  - **Trips & Visits** - Trips and visits will be arranged through the Personal tutor programme with an opportunity to visit universities. Many subject areas will also offer trip to inform about career options
  - **University Summer Schools** - Students are encouraged to take part in summer schools to help them to prepare for the transition to HE. A large range of summer schools are promoted to students including UNIQ and Sutton Trust summer schools
  - **UCAS Convention** - Students are given the chance to attend the conference at University of Liverpool in June. This exhibition brings together hundreds of university representatives, employers, apprenticeship providers and gap year specialists

- **Progression Evening (Parents)** - This information evening provides information on university options, student finance, the UCAS process and apprenticeships

## U6 Students

- **Personal Achievement Tutor** - Assigned to a Personal Achievement Tutor who will track academic progress and assist with information and advice on careers related matters and progression opportunities – 1 interview per term
- **Tutorial Programme**

Tutorial topics include: -

- Support with UCAS Application
  - University Finance
  - Degree Apprenticeships
  - Money matters
  - Assessment Centres
  - Interview techniques
- **University Open Day Visits** - Students are encouraged to visit as many university open days as possible
  - **The Apprenticeship Show** - Students are invited to attend the national apprenticeship show where there will be employers and providers who offer local and national apprenticeships
  - **Personal Statement Sessions** - Regular drop-in sessions staffed by universities to give students feedback and support on their personal statements
  - **Admissions Tests – Support and Registration** - Students that need to sit an admissions test for their chosen course are able to access support through our High Achievers programme
  - **EPQ** - The Extended Project Qualification allows students to choose a topic outside of the curriculum to research. Students then create an essay or product based on their findings
  - **Results Day Support** - Careers staff and representatives from local universities will be on hand to help any students looking at using UCAS Adjustment or Clearing services or who need to get in contact with their university choices. Guidance is available