

## Careers Education, Information, Advice and Guidance Programme 2019/20

For more information, please contact Hazel Kindley, Guidance Manager (Careers Leader).

Pre-enrolment	Level 2 Students	A1 Students	A2 UCAS	A2 Employability	All Students
<p><b>IAG from School Liaison Team</b> 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</p>	<p><b>Level 2 Tutorial Programme</b> Tutorial topics include:-</p> <ul style="list-style-type: none"> <li>• Social Media and Employment</li> <li>• Unifrog</li> <li>• Mindset Activities</li> <li>• Apprenticeships (external speakers)</li> <li>• Online Careers Research</li> <li>• Reflecting on Soft Skills</li> </ul>	<p><b>A1 Tutorial Programme</b> Tutorial topics include:-</p> <ul style="list-style-type: none"> <li>• Social Media and Employment</li> <li>• Unifrog</li> <li>• Researching Universities</li> <li>• Soft Skills Awareness</li> <li>• Spartan Test – Careers Matching</li> <li>• Apprenticeships (external speakers)</li> <li>• Personal Statement Workshop</li> <li>• Student Life and Finance (external speakers)</li> <li>• EPQ Presentation</li> <li>• Making a UCAS Application</li> </ul>	<p><b>UCAS Tutorial Programme</b> Tutorial topics include:-</p> <ul style="list-style-type: none"> <li>• Making a UCAS Application</li> <li>• Personal Finance</li> <li>• Social Media and Employment</li> <li>• Degree Apprenticeships</li> <li>• Student Finance (external)</li> <li>• Accepting/Declining Offers</li> <li>• Fresher’s Week Insight</li> <li>• Transition to Higher Education</li> <li>• Unifrog</li> </ul>	<p><b>Employability Tutorial Programme</b> Tutorial topics include:-</p> <ul style="list-style-type: none"> <li>• Destinations and the Job Market</li> <li>• Unifrog</li> <li>• Personal Finance</li> <li>• Social Media and Employment</li> <li>• Apprenticeship Applications</li> <li>• Video Interviews</li> </ul>	<p><b>One to One Discussions with Tutor</b> All students will have regular one to one discussions with their personal tutor. These discussions allow the student to discuss progression options, career ideas and university courses. Tutors will also check students' academic progress and ensure any support needed is provided</p>
<p><b>Open Days</b> Gives students the ability to speak directly with curriculum staff and current students</p>	<p><b>UCAS Convention</b> This exhibition brings together hundreds of university representatives, employers, apprenticeship providers and gap year specialists</p>	<p><b>UCAS Convention</b> This exhibition brings together hundreds of university representatives, employers, apprenticeship providers and gap year specialists</p>	<p><b>Applications Day</b> Students are able to either attend a university campus day or participate in a range of in college activities designed to support students' university application</p>	<p><b>Employability Conference</b> Students take part in a range of skills development and employability activities delivered by college staff, local employers and apprenticeship ambassadors</p>	<p><b>Unifrog</b> Unifrog is an information resource available to all students and their parents. It contains information about universities, apprenticeships, the labour market and guides students through making good quality applications.</p>
<p><b>1-2-1 Interview focussed on IAG</b> At interview students will gain information and advice</p>	<p><b>Community Day and Enrichment Day</b> Allows students to meet new</p>	<p><b>Community Day and Enrichment Day</b> Allows students to meet new</p>	<p><b>Personal Statement Drop Ins</b> Regular drop ins staffed by Universities to give students</p>	<p><b>The Apprenticeship Show</b> Exhibition of local and national apprenticeship providers and employers</p>	<p><b>Careers Resources</b> A range of online resources stored on the college VLE and physical resources such</p>

about course suitability and career progression	people, try new activities and develop new skills	people, try new activities and develop new skills	feedback and support on their personal statements		as books and prospectuses in our careers library
<b>Taster Days</b> Students will have the opportunity to trial subjects prior to enrolment	<b>Realising Aspirations</b> Our flagship university preparation programme allows students to experience university style learning in a large range of subject areas	<b>Realising Aspirations</b> Our flagship university preparation programme allows students to experience university style learning in a large range of subject areas	<b>EPQ</b> 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	<b>Mock Interviews</b> All students will be given a mock interview by a local employer or apprenticeship provider. All questions are competency based and taken from real life interview situations	<b>Guidance Interviews</b> Our two 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
<b>IAG and course specific advice at Enrolment</b> During enrolment students receive IAG on course suitability and progression and will speak directly to teachers on their chosen courses	<b>Futures Programme</b> 4 x 1 day sessions including:- <ul style="list-style-type: none"> <li>• North West Skills Event</li> <li>• SHU Explore Day</li> <li>• Imagine Your Future Fair</li> <li>• Edge Hill Campus Visit</li> </ul>	<b>World of Work Week</b> All A1 students are expected to take part in a one week placement at the end of the academic year. Students are able to either self place, or apply for a placement that has been sourced by the college	<b>Admissions Tests – Support and Registration</b> Students that need to sit an admissions test for their chosen course are able to access support through our XL Manager. Registration and arrangements for these tests are then handled by the college’s Exams Team	<b>MMU Degree Apprenticeship Event</b> This event gives students the opportunity to find out more about degree apprenticeships and to meet some of the employers offering these opportunities	<b>Mock Interviews</b> 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
<b>Access to qualified careers advisers as needed</b> Careers Advisers present at all admissions events including interview evenings and enrolment		<b>Support with Volunteering</b> Our partnership with Action Together Tameside provide students with information about the benefits of volunteering and types of opportunities available locally	<b>WP Programmes</b> Widening Participation schemes give you access to information about university options, workshops to develop your study skills, guidance on how to make a good application to university, and activities such as e-mentoring and summer schools.	<b>CV/Application Drop Ins</b> Careers staff, apprenticeship providers and local employers are available to give advice and support on writing a good CV or application form and how to stand out from the crowd	<b>Curriculum trips and visits</b> 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
		<b>Work Experience Job Shop</b> During these regular ‘Job Shops’ our Work Placement staff are on hand to give information and advice about securing work	<b>University Open Day Visits</b> Students are encouraged to visit as many university open days as possible and	<b>Apprenticeship Drop Ins</b> Regular drop ins staffed by apprenticeship providers to give students information about Apprenticeships and	<b>Encounters with employers and industry representatives within curriculum schemes of work</b> Employability skills are embedded into all schemes

		experience, writing a good CV and covering letter		to support with applications and interviews	of work across all curriculum areas. All curriculum areas provide students with access to relevant HE intuitions and employers to motivate and inspire students	
		<p><b>Addleshaw Goddard Legal Experience</b> Our partnership with Addleshaw Goddard and their Legal Social Mobility Programmes gives a number of our students the opportunity to complete two weeks work experience at a multi-national law firm</p>		<p><b>Results Day Support</b> Careers staff and representatives from local universities will be on hand to help any students looking at using Adjustment or Clearing or who need to get in contact with their university choices. One to One guidance also available</p>	<p><b>Results Day Support</b> Career staff and a local apprenticeship provider on hand to offer help and advice for any students still seeking employment or apprenticeships</p>	<p><b>Opportunity updates</b> Regular updates about external opportunities at local universities, employers and industry/sector organisations</p>
		<p><b>Arts Emergency</b> Partnership with Arts Emergency provide 10-15 students per year with a professional mentor from within the Arts and Creative industries. They meet their mentor regularly throughout A1 and A2 and access opportunities through the Arts Emergency network</p>			<p><b>Imagine Your Future Careers Fair</b> Imagine Your Future fair is open to all students and their parents and brings together around 70 stands from higher education, apprenticeships, employers and industry representatives</p>	
		<p><b>WP Programmes</b> Widening Participation schemes give you access to information about university options, workshops to develop your study skills, guidance on how to make a good application to university, and activities such as e-mentoring and summer schools.</p>			<p><b>Imagine Your Future Month</b> During IYF Month in March there is a real focus on careers and progression across all subject areas, with a variety of visiting speakers from higher education and industry sharing their knowledge and experience with students</p>	

		<p><b>Imagine Your Future Information Evening (Parents)</b></p> <p>This information evening provides information on university options, student finance, the UCAS process and apprenticeships and is combined with the IYF Careers Fair to ensure parents are able to speak directly with providers</p>			<p><b>Enrichment Courses</b></p> <p>Our courses aim to teach students a new skill or lead towards a certificate or qualification. All courses last from 4-16 weeks and are open to anyone, even complete beginners</p>
		<p><b>Medicine, Dentistry and Veterinary Preparation Sessions</b></p> <p>Our XL Manager works closely with all potential Medicine, Dentistry and Veterinary applicants to ensure they are fully equipped to make a successful application</p>			
		<p><b>University Summer Schools</b></p> <p>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</p>			
		<p><b>Industry Masterclasses</b></p> <p>Our strong links with industry mean that our students are often invited to attend masterclasses offered by local and national employers. These are</p>			

		promoted via the opportunity updates to students			
		<p><b>Social Mobility Foundation Placements</b> SMF's Aspiring Professionals Programme (APP) is carefully designed to open up professions for those with the ability to join them in the future, but without the means or networks to get there. They aim to give students a real insight into top professions and to provide them with the skills needed to achieve their aspirations.</p>			
		<p><b>OxNet Activities</b> ASFC is a hub college for OxNet outreach programme, giving students access to two academic programmes. Pembroke North gives Humanities students access to an academic programme of seminars and assignments delivered by staff from Oxford and other leading institutions The Religious Studies, Ethics and Philosophy programme contains seminars and lectures by leading academics in this area</p>			
		<b>Vocational Work Placements</b>			

		Work related experience is a core element of all vocational study programmes. Students are given experiences that are highly related to their curriculum and their career ideas for the future			