



## Careers Programme 2021-22

Huddersfield New College is committed to providing our students with careers education, information, advice and guidance. The aim of our programme is to enable students to make informed decisions about their next steps, and support them towards a positive destination after college.

Careers education is embedded across the college. **We make use of the [Gatsby benchmarks](#) to shape our provision** and ensure that all of our students receive their careers education entitlement and more. Teachers will ensure that their students are well informed about how their subject links to careers and employability, and Progress Tutors will be a beacon of support as students make decisions about their next steps. The Careers team offers students the opportunity to have personal career guidance appointments, while also running a programme of talks to support students' research of their career options.

**The following staff are integral in the planning and coordination of the Careers Programme:**

- **Catherine Cushnie** - Acting Assistant Principal (Pastoral Care, Careers Guidance & Progression)
- **Dan Odlin** – Careers Manager
- **Ben Wise** – Careers Advisor
- **Claire Ridley** – C&K Careers Advisor
- **Helen Ward** – Work Experience Officer



Elements of the programme

<b>1</b>	<b>Subject-specific encounters</b> (Benchmarks 5, 6, 7)	All subject areas are expected to provide their students with one university encounter and one employer encounter during the course. This will usually be in the form of a visiting speaker or a trip to a university or a workplace.
<b>2</b>	<b>Careers in the curriculum and OPTICS</b> (Benchmarks 2, 4)	All teachers are expected to make students aware of how their subject links to careers within that field, and how it develops core employability skills in <b>Organisation, Problem Solving, Teamwork, Initiative, Communication and Self-development</b> . This will be reinforced in Aspire tutorials.
<b>3</b>	<b>Personal career guidance</b> (Benchmark 8)	All students have access to personal career guidance appointments. Students can 'self-refer' and book their own appointment through Moodle. They can also be referred by any member of staff in college. Students are not limited in the number of appointments they can have.
<b>4</b>	<b>Central programme of activities</b>	All students have access to a central programme of activities. This includes the Aspire tutorial programme, as well as all other activities that contribute to preparing students for progression to university, apprenticeships or employment. Details of this programme can be found on the following pages. <b>This is not an exhaustive list, and is subject to change; opportunities will be continually promoted to students through the weekly careers bulletin.</b>

## Autumn Term

Pre-enrolment	Level 2 students	Year 12 students	Year 13 students
<p><b>Assemblies and Presentations</b>  <b>Benchmark 3</b>            Year 11 students at partner schools will receive presentations from our Schools Liaison and Admissions team, allowing them to learn about their options at HNC.</p> <p><b>Open Evenings</b>  <b>Benchmark 3</b>            All prospective students are invited to attend our series of open evenings, both virtual and in person, to learn about their options and understand where their subject choices can take them. There will be the opportunity to speak to subject teachers, Progress Tutors and the Careers team.</p>	<p><b>Enrolment</b>  <b>Benchmark 3, 8</b>            At enrolment, students can discuss their course choices with their interviewer. The Careers team are also available to provide personal guidance.</p> <p><b>Aspire Tutorials and Unifrog</b>  <b>Benchmark 3</b>            Students are introduced to OPTICS and our enrichment programme. Students are also introduced to the Careers team and the support it can provide. Students are set up on Unifrog and are encouraged to explore their interests and personality profiles and how these link to careers. Students will be expected to reflect on their skills and record their competencies on Unifrog.</p> <p><b>Application for Level 3 studies</b>  <b>Benchmark 3, 8</b>            Students are supported to apply for their level 3 courses, with advice available from the Careers team.</p>	<p><b>Enrolment</b>  <b>Benchmark 3, 8</b>            At enrolment, students can discuss their course choices with their interviewer. The Careers team are also available to provide personal guidance.</p> <p><b>Aspire Tutorials and Unifrog</b>  <b>Benchmark 3</b>            Students are introduced to OPTICS and our enrichment programme. Students are also introduced to the Careers team and the support it can provide. Students are set up on Unifrog and are encouraged to explore their interests and personality profiles and how these link to careers. Students will be expected to reflect on their skills and record their competencies on Unifrog.</p> <p><b>Aspire<sup>XL</sup></b>  <b>Benchmark 3, 7</b>            Students with a GCSE score of 6.7+ are enrolled on Aspire<sup>XL</sup>, a programme designed to support students into competitive universities / degree apprenticeships.</p> <p><b>Widening Participation Programmes</b>  <b>Benchmark 3, 7</b>            Eligible students are encouraged to apply for university sustained engagement programmes which provide support throughout Year 12 and 13, including:</p> <ul style="list-style-type: none"> <li>- Sutton Trust Pathways</li> <li>- Reach for Excellent (University of Leeds)</li> <li>- Discover schemes (University of Sheffield)</li> <li>- Ambition (University of Nottingham)</li> <li>- Next Step York (University of York)</li> </ul> <p><b>Work Experience</b>  <b>Benchmark 6</b>            Students on certain vocational courses will begin their work experience. All other students will be encouraged to source some independently, and can be supported by our Work Experience Officer. Virtual work experiences will be promoted to all students via the careers bulletin.</p>	<p><b>Aspire Tutorials and Unifrog</b>  <b>Benchmark 3</b>            Students are reminded of the support the Careers team can provide. Students will explore skills required to succeed in employment. Students are supported to compose personal statements for university and record their competencies in anticipation of apprenticeship/job applications.</p> <p><b>Widening Participation Programmes</b>  <b>Benchmark 3, 7</b>            Eligible students are encouraged to apply for programmes which provide support throughout Year 13. Programmes include:</p> <ul style="list-style-type: none"> <li>- Headstart (University of Huddersfield)</li> <li>- PARTNERS (Newcastle University)</li> <li>- Step into Solicitor (Allen and Overy)</li> </ul> <p><b>University Open Days</b>  <b>Benchmark 7</b>            Students are signposted to university open days.</p> <p><b>Mock Interviews</b>  <b>Benchmark 3</b>            Students applying for university courses with interviews are offered the opportunity for a mock interview.</p> <p><b>University Admissions Tests</b>  <b>Benchmark 3</b>            Students who are required to sit an admissions test for university will do this in college, except for the UCAT and the LNAT which must be sat in external test centres.</p> <p><b>Work Experience</b>  <b>Benchmark 6</b>            Students on certain vocational courses will begin their work experience. All other students will be encouraged to source some independently, and can be supported by our Work Experience Officer. Virtual work experiences will be promoted to all students via the careers bulletin.</p>

## Spring Term

Pre-enrolment	Level 2 students	Year 12 students	Year 13 students
<p><b>Subject tasters</b>  <b>Benchmark 3</b>            A more in-depth opportunity for prospective students to find out about their subjects and what they can lead to.</p> <p><b>Interviews</b>  <b>Benchmark 3</b>            All students who meet our entry requirements are interviewed before being offered a place at college. In this interview, students will be able to discuss their course choices and how they will support their progression towards their desired career.</p>	<p><b>Aspire Tutorials and Unifrog</b>  <b>Benchmark 3</b>            Students will be guided on what it takes to succeed at level 3 and the skills they need for their career. Students will be expected to reflect on their skills and record their competencies on Unifrog. There will also be a focus on developing CVs and cover letters.</p> <p><b>Career Talks Programme</b>  <b>Benchmark 2, 5, 7</b>            The talks programme allows students to explore post-18 options, with talks from universities, employers and apprenticeship providers.</p> <p><b>Trip to University of Huddersfield</b>  <b>Benchmark 7</b>            All Level 2 students will be taken on an aspirations raising trip to the University of Huddersfield, to see where their level 3 studies could take them.</p> <p><b>National Apprenticeship Week</b>  <b>National Careers Week</b>  <b>Benchmark 2, 5</b>            The college will mark these national focus weeks with a range of activities to raise the profile of career planning, including guest speakers and opportunities to meet employers and apprenticeship providers.</p>	<p><b>Aspire Tutorials and Unifrog</b>  <b>Benchmark 3</b>            Students will be introduced to options after HNC, and will research these post-18 options using Unifrog. Students will be expected to reflect on their skills and record their competencies on Unifrog. Students will also be expected to complete a MOOC relevant to their aspirations</p> <p><b>Career Talks Programme</b>  <b>Benchmark 2, 5, 7</b>            The talks programme allows students to explore post-18 options, with talks from universities, employers and apprenticeship providers.</p> <p><b>National Apprenticeship Week</b>  <b>National Careers Week</b>  <b>Benchmark 2, 5</b>            The college will mark these national focus weeks with a range of activities to raise the profile of career planning, including guest speakers and opportunities to meet employers and apprenticeship providers.</p> <p><b>Work Experience</b>  <b>Benchmark 6</b>            Students on certain vocational courses will continue their work experience. All other students will be encouraged to source some independently, and can be supported by our Work Experience Officer. Virtual work experiences will be promoted to all students via the careers bulletin.</p>	<p><b>Aspire Tutorials and Unifrog</b>  <b>Benchmark 3</b>            Students will be supported to apply for student finance and explore techniques for managing money. Students will be expected to complete relevant MOOCs depending on whether they are going to university or into employment.</p> <p><b>Mock Interviews</b>  <b>Benchmark 3</b>            Students applying for university courses with interviews are offered the opportunity for a mock interview.</p> <p><b>Career Talks Programme</b>  <b>Benchmark 2, 5, 7</b>            The talks programme allows students to explore post-18 options, with talks from universities, employers and apprenticeship providers.</p> <p><b>Alternatives to University sessions</b>  <b>Benchmark 2, 5</b>            Students who want to go into apprenticeships or employment will receive targeted support sessions from the Careers team, C&amp;K Careers and local employers.</p> <p><b>National Apprenticeship Week</b>  <b>National Careers Week</b>  <b>Benchmark 2, 5</b>            The college will mark these national focus weeks with a range of activities to raise the profile of career planning, including guest speakers and opportunities to meet employers and apprenticeship providers.</p>

## Summer Term

Pre-enrolment	Level 2 students	Year 12 students	Year 13 students
<p><b>Induction days</b>  <b>Benchmark 3</b>            Students will be invited to an induction day to familiarise themselves with the college and have tasters within their subjects. Students will be able to speak to the Careers team about their choices and where they can lead to.</p>	<p><b>Aspire Tutorials and Unifrog</b>  <b>Benchmark 3</b>            Students will have masterclasses on communication, interview skills and assessment centres. Students will continue to be supported to meet requirements for progression to level 3.</p>	<p><b>Aspire Tutorials and Unifrog</b>  <b>Benchmark 3</b>            Students will start to proactively search for post-18 opportunities using Unifrog shortlisting tools. Students will be introduced to the UCAS process and be expected to complete the majority of this before the summer. Students will be introduced to writing personal statements / statement of skills in anticipation of making applications in Year 13.</p> <p><b>Progression Conference</b>  <b>Benchmark 2, 3, 5, 7</b>            All Year 12 students will take part in the Progression Conference, which will feature a programme of talks alongside a Careers and HE fair.</p> <p><b>University Open Days</b>  <b>Benchmark 7</b>            Students considering university are signposted to university open days.</p> <p><b>Work Experience</b>  <b>Benchmark 6</b>            Students on certain vocational courses will continue their work experience. All other students will be encouraged to source some independently, and can be supported by our Work Experience Officer. Virtual work experiences will be promoted to all students via the careers bulletin.</p>	<p><b>Aspire Tutorials and Unifrog</b>  <b>Benchmark 3</b>            Tutorial focus will be on skills for life and preparing for independent living. Students will continue to be able to use Unifrog to search for post-18 opportunities until they graduate.</p> <p><b>UCAS and university support</b>  <b>Benchmark 3, 8</b>            Support is available for student who are responding to their UCAS offers, or need advice with student finance or accommodation options.</p> <p><b>Works Better referrals</b>  <b>Benchmark 3, 8</b>            Students who are looking for apprenticeships and employment can be referred to the Works Better programme, which is run by C&amp;K Careers to support young people into work.</p> <p><b>Results Day (and beyond) support</b>  <b>Benchmark 3, 8</b>            Students will be able to speak to the Careers team on results day if they need support with their next step. Students who are taking a gap year before going to university will be informed how they can be supported with their application.</p>

## **Feedback**

The Careers programme is reviewed annually, and we are keen to ensure that it meets the needs of our students.

Feedback from students, parents/carers, staff, governors, partners and employers is gratefully received and will inform the development of the programme.

**If you have any comments, questions or suggestions, please contact Dan Odlin (Careers Manager) - [careers@huddnewcoll.ac.uk](mailto:careers@huddnewcoll.ac.uk).**

## **Related policies**

Huddersfield New College has formal policies on Careers Education and Work Experience.

These can be viewed here: <https://huddnewcoll.ac.uk/about-us/our-policies>.