

# CAREERS PROGRAMME

## 2023/2024

### What we will do:

Prepare our students for life beyond college by promoting life-long learning, and developing and embedding the employability skills they need to have a positive career.

### How we will do it:

At the college we have specific College values that underpin all of our work. These are:

- Class, first choice vocational education.
- Respect for each other and our campus.
- A 'can do' attitude.
- Striving for excellence in all that we do.
- A strong belief in our values helps us guide our students to unlock their potential and success in the world of work.

### Parents/Carers

This programme sets out the activities that will take place during the academic year. All our students are also able to take advantage of 1:1 independent and impartial careers advice, that will help them explore their options and feel confident about any decisions they need to make, both during and beyond college.



### Students

This careers programme is designed to help you see what careers inspired activities are happening throughout the year within your course, These will boost your knowledge and skillset, giving you real hands-on experience of your industry. Throughout your time at college you will work with industry experienced tutors who will develop your skills and provide you with the knowledge you need to be successful in your career, You will also get the chance to work with potential employers gaining invaluable industrial experience.

### Employers

This programme is designed to prepare our students with the skills they need to be industry-ready once they leave education,. If you would like to get involved please email: [careers@bishopburton.ac.uk](mailto:careers@bishopburton.ac.uk) or [careers@riseholme.ac.uk](mailto:careers@riseholme.ac.uk).



# CAREERS SERVICE

## What's on offer?

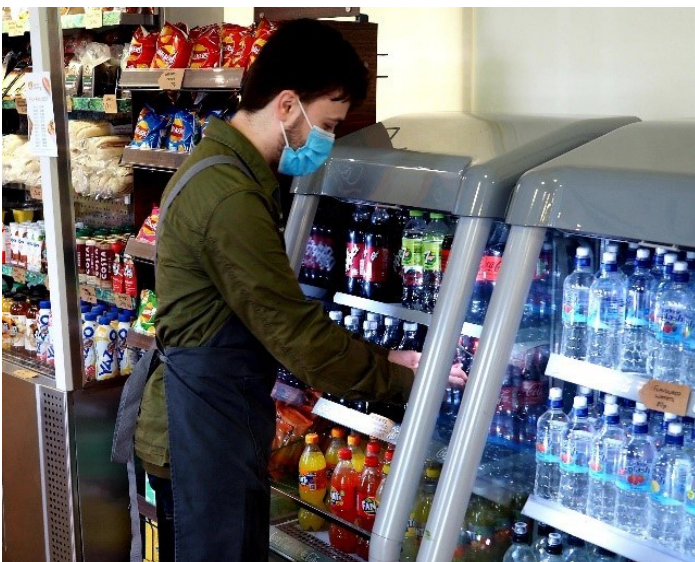
All students are entitled to access free independent and impartial Careers and Education Information, Advice and Guidance during their time with us.

## What is careers advice?

Whether you're about to graduate, are looking to progress on to another course or are looking for an apprenticeship, your options can be overwhelming.

Careers Advice can help you to understand yourself, identify your options, explore what is available, as well as having confidence in the opportunities that life will present you.

We will provide you with information that tells you all about different jobs and advise you about the skills that you need to find employment. We want you to be 'work ready'.



## What else can we do for you?

Entering the world of work can be a daunting prospect, you may not even be sure where to start. Here are a few things that we provide support, advice and guidance on:

- Job Interviews
- CV Building
- Application Forms
- Employability Skills
- Finding Employment
- UCAS
- Personal Statements
- Work experience
- Student Finance Advice
- Apprenticeships
- Traineeships
- Volunteering
- Skills Assessments

## Get in touch

Pop into Student Services to arrange an appointment, or contact us by email:

- [careers@bishopburton.ac.uk](mailto:careers@bishopburton.ac.uk)
- [careers@riseholme.ac.uk](mailto:careers@riseholme.ac.uk)

# How we assess our Programme

To help assess our careers programme we actively seek feedback from students, parents/carers, business, employers and staff. We also measure ourselves against the Gatsby Benchmarks (a framework for good career guidance to help us deliver excellent careers education, information, advice, and guidance) as well as achieving the Quality in Careers Standard (QiCS) and Matrix Standard in advice and guidance.

Each curriculum area is also required to evidence the experience and intervention their students have had across the Gatsby Benchmarks.



## Employability Passport

During their time at college, students are required to complete an Employability Passport; which is embedded into the curriculum and delivered, with support, via the group and individual tutorial system.

The Passport helps students understand what employability skills are, how to develop and apply them to their studies and work experience. The Passport has received validation from the Hull and East Yorkshire Local Enterprise Partnership and will be reviewed every three years.

There are seven key Employability Skills we support our students to be able to demonstrate by the time they leave education:

Self Management - Teamwork - Problem Solving - Application of IT - Communication and Literacy - Application of Number - Business and Customer Awareness.

## How we measure our Programme's impact

We measure the impact of our Careers Programme by looking at the progression of our students into Further Education, Higher Education, Apprenticeships and Employment.



## Feedback

If you would like to provide feedback on our Careers Programme, please email:

- [careers@bishopburton.ac.uk](mailto:careers@bishopburton.ac.uk)
- [careers@riseholme.ac.uk](mailto:careers@riseholme.ac.uk)

<b>Your Careers Programme</b>	<b>Entry Level &amp; Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
<b>Induction Week:</b> Overview of Careers Education, Information, Advice and Guidance Service and who can support you with your careers planning, including how to use unifrog.	✓	✓	✓
<b>Induction Week:</b> Tour of the college including: Student Services, The Careers Hub, the Learning Resource Centre and Services to Business (Apprenticeship team).	✓	✓	✓
<b>Throughout the year:</b> Individual and group tutorials including career planning, CVs, job applications, personal statements and next steps/ progression interviews.	✓	✓	✓
<b>Throughout the year:</b> 1:1 careers interview/meetings/support from the Careers Coordinator.	✓	✓	✓
<b>Throughout the year:</b> Support from the Careers Coordinator, tutors and the college's Apprenticeship team, on applying for jobs and apprenticeships.	✓	✓	✓
<b>Throughout the year:</b> Individual support and career planning for students with special educational and support needs (SEND).	✓	✓	✓
<b>Throughout the year:</b> Support with completion of your Employability Passport using resources on iLearn and submitting work within ProPortal.	✓	✓	✓
<b>Throughout the year:</b> Careers in the curriculum activities delivered in lesson and tutorials, including CV preparation and mock interviews (as examples).	✓	✓	✓
<b>Throughout the year:</b> Employability based workshops, guest/alumni speakers and industry related visits/trips.	✓	✓	✓
<b>Throughout the year:</b> College Open Events.	✓	✓	✓
<b>Throughout the year:</b> Individual work experience placements.	✓	✓	✓
<b>Autumn Term:</b> Career planning next steps talks/workshops including promotion and use of unifrog.	✓	✓	✓
<b>Autumn Term:</b> Higher Education, Apprenticeship and UCAS talks., open day and FE to HE workshops.			✓
<b>Autumn and Spring term:</b> Support with UCAS choices and personal statements.			✓
<b>Spring Term:</b> Labour Market Information (LMI) workshops—how to use labour market information.	✓	✓	✓
<b>Events:</b> National Apprenticeship Week National Careers Week Other events will be advertised via iLearn and by teaching staff and progress coaches.	✓	✓	✓